

**MINUTES**  
**OF**  
**PUTNAM COUNTY COMMISSION**  
**JANUARY 18, 2022**

**Prepared by:**

**Wayne Nabors  
Putnam County Clerk  
121 S Dixie Avenue  
Cookeville, TN 38501**

**STATE OF TENNESSEE**

**COUNTY OF PUTNAM**

**BE IT REMEMBERED:** that on January 18, 2022 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding, the Chairman, Mike Atwood and the County Clerk, Wayne Nabors.

Putnam County Sheriff's Department Major Jim Eldridge called the meeting to order.

The Chairman, Mike Atwood recognized John Nichols, the lead Minister at Collegeside Church of Christ to lead the Invocation.

The Chairman, Mike Atwood recognized Commissioner Cindy Adams to lead the Pledge to the Flag of the United States of America.

The Chairman Mike Atwood asked the Commissioners to signify their presence at the meeting and the following were present:

**PRESENT:**

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

**ABSENT:**

Kevin Christopher  
Jim Martin  
Adam Johnson

The Clerk announced that twenty (20) were present, three (3) absent and one (1) vacancy. Therefore, the Clerk declared a quorum.

**MOTION RE: AMEND THE AGENDA – MOVE ITEM 3C TO ITEM 6A ON THE AGENDA**

Commissioner A J Donadio moved and Commissioner Jordan Iwanyszyn seconded the motion.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: APPROVE THE AGENDA AS AMENDED**

Commissioner A J Donadio moved and Commissioner Jordan Iwanyszyn seconded the motion.

(SEE ATTACHED)

# **PUTNAM COUNTY BOARD OF COMMISSIONERS**

**MEETING WILL BE AT THE COOKEVILLE COMMUNITY CENTER**

**Regular Monthly Session  
Tuesday, January 18th 2022**

**Presiding: Honorable Mike Atwood  
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation** *District 5*
- 3. Pledge to the Flag of the United States of America** *District 5*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
  - A. Report of Standing Committees**
    1. Planning Committee
    2. Fiscal Review Committee
    3. Nominating Committee
  - B. Report of Special Committees**
  - C. Other Unfinished Business**
- 8. New Business and Action Thereon by the Board**
  - A. Report of Standing Committees**
    - 1. Planning Committee**
      - a. Consider request from EKAMOR for Research and Development facility on West Broad Street per Jackson law.

- b. Recommends approval of the list of vehicles/equipment to be sold via Internet/Public Auction for the Road's Department as follows:
  - 1998 Ford 800 VIN#1FDYF80C0WVA24526
  - 2003 Chevrolet 2500 VIN#1FDYF80C0WVA2546
  - Holland Tractor 312802M/T5329
  - Holland Tractor 312621M/T5328
  - CAT Backhoe 416B 944-1896/SN08ZK03926

## **2. Fiscal Review Committee**

- a. Recommends approval of budget amendments to the County General Fund.
- b. Recommends approval of budget amendments to the General Purpose School Fund.
- c. Recommends approval of budget amendments to the Road Department Fund.

## **3. Nominating Committee**

- a. Recommends that the following be appointed to the Agriculture Extension Committee for two year terms to expire January 2024:
  - Ralph Mills - Farm Man
  - Charlene Moss - Farm Woman
  - Ben Rodgers - Commissioner
  - Dale Moss - Commissioner
- b. Recommends approval of Jeff Sibley as a Judicial Commissioner.
- c. Consider the following for the District 5 vacancy:
  - Bobby Williams
  - Johnnie Wheeler
  - Vinnie Faccinto
  - Bruce Bailey
  - Junior Phipps
  
  - Brandon Burgess

## **B. Report of Special Committees**

- a. Hear from Rules Committee about rules changes.

## **C. Resolutions**

## **D. Election of Notaries**

## **E. Other New Business**

1. Ratification of County Mayor's reappointments to the Payscale Committee as follows:

Jimmy Neal

Ben Rodgers            *1 year terms*

Danny Holmes

Jim Martin

2. Ratification of County Mayor Randy Porter's Reappointments to the Health and Safety Standards Board for 4 year terms as follows:

Mel Maxwell

Myrna Estes

3. Hear from Mayor Porter regarding ARP Funds as well as TDEC and Economic Development Projects.
4. Ratification of County Mayor's appointment of Terry Randolph to the Regional Planning Commission to fill the unexpired term left by Ron Williamson's resignation.

## **9. Announcements and Statements**

## **10. Adjourn**

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING**

Commissioner Chris Cassetty moved and Commissioner A J Donadio seconded the motion to approve the Minutes of the December 20, 2021 Meeting.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**NOMINATING COMMITTEE**

**MOTION RE: CONSIDER THE FOLLOWING FOR THE DISTRICT 5 VACANCY**

**BOBBY WILLIAMS  
JOHNNIE WHEELER  
VINNIE FACCINTO  
BRUCE BAILEY  
JUNIOR PHIPPS  
BRANDON BURGESS**

**MOTION RE: ALL NOMINATIONS CEASE**

Commissioner Jimmy Neal moved and Commissioner Jordan Iwanyszyn seconded the motion that all nominations cease.

The Chairman asked for a voice vote on the motion. The motion carried.

## **ROLL CALL #1**

Commissioner Jonathan A D Williams – Bobby Williams  
Commissioner Kevin Christopher - absent  
Commissioner Sam Sandlin – Vinnie Faccinto  
Commissioner Jim Martin – absent  
Commissioner Jordan Iwanyszyn – Bobby Williams  
Commissioner Jerry Ford – Johnnie Wheeler  
Commissioner Theresa Tayes – Johnnie Wheeler  
Commissioner Jerry Roberson – Bobby Williams  
Commissioner Cindy Adams – Bobby Williams  
Commissioner Chris Cassetty – Bobby Williams  
Commissioner Adam Johnson – absent  
Commissioner Andrew AJ Donadio – Vinnie Faccinto  
Commissioner Grover N Bennett Jr. – Bobby Williams  
Commissioner Danny Holmes – abstain  
Commissioner Ben Rodgers – Johnnie Wheeler  
Commissioner Jimmy Neal – Vinnie Faccinto  
Commissioner Dale Moss – Vinnie Faccinto  
Commissioner Joe Iwanyszyn – Bobby Williams  
Commissioner Kim Bradford – Vinnie Faccinto  
Commissioner Darren Wilson – Vinnie Faccinto  
Commissioner Kathy Dunn – Bobby Williams  
Commissioner Cathy Reel – Johnnie Wheeler  
Commissioner Mike Atwood – Bobby Williams

### **TOTALS:**

BOBBY WILLIAMS – 9  
JOHNNIE WHEELER - 4  
VINNIE FACCINTO - 6  
BRUCE BAILEY - 0  
JUNIOR PHIPPS – 0  
BRANDON BURGESS – 0  
ABSTAIN – 1  
ABSENT – 3

WHEELER, BAILEY, PHIPPS AND BURGESS ARE DROPPED FROM THE LIST OF CANDIDATES FOR LACK OF REQUIRED VOTES.



## **ROLL CALL #2**

Commissioner Jonathan A D Williams – Bobby Williams  
Commissioner Kevin Christopher - absent  
Commissioner Sam Sandlin – Vinnie Faccinto  
Commissioner Jim Martin – absent  
Commissioner Jordan Iwanyszyn – Bobby Williams  
Commissioner Jerry Ford – Vinnie Faccinto  
Commissioner Theresa Tayes – Bobby Williams  
Commissioner Jerry Roberson – Bobby Williams  
Commissioner Cindy Adams – Bobby Williams  
Commissioner Chris Cassetty – Bobby Williams  
Commissioner Adam Johnson – absent  
Commissioner Andrew AJ Donadio – Vinnie Faccinto  
Commissioner Grover N Bennett Jr. – Bobby Williams  
Commissioner Danny Holmes – Vinnie Faccinto  
Commissioner Ben Rodgers – Vinnie Faccinto  
Commissioner Jimmy Neal – Vinnie Faccinto  
Commissioner Dale Moss – Vinnie Faccinto  
Commissioner Joe Iwanyszyn – Bobby Williams  
Commissioner Kim Bradford – Vinnie Faccinto  
Commissioner Darren Wilson – Vinnie Faccinto  
Commissioner Kathy Dunn – Bobby Williams  
Commissioner Cathy Reel – Bobby Williams  
Commissioner Mike Atwood – Bobby Williams

### **TOTALS:**

BOBBY WILLIAMS – 11  
VINNIE FACCINTO - 9  
ABSENT – 3

NEITHER CANDIDATE RECEIVED THE REQUIRED (12) VOTES. THEREFORE,  
ANOTHER ROLL CALL IS REQUIRED.

### **ROLL CALL #3**

Commissioner Jonathan A D Williams – Bobby Williams  
Commissioner Kevin Christopher - absent  
Commissioner Sam Sandlin – Vinnie Faccinto  
Commissioner Jim Martin – absent  
Commissioner Jordan Iwanyszyn – Bobby Williams  
Commissioner Jerry Ford – Vinnie Faccinto  
Commissioner Theresa Tayes – Bobby Williams  
Commissioner Jerry Roberson – Bobby Williams  
Commissioner Cindy Adams – Bobby Williams  
Commissioner Chris Cassetty – Bobby Williams  
Commissioner Adam Johnson – absent  
Commissioner Andrew AJ Donadio – Vinnie Faccinto  
Commissioner Grover N Bennett Jr. – Bobby Williams  
Commissioner Danny Holmes – Vinnie Faccinto  
Commissioner Ben Rodgers – Bobby Williams  
Commissioner Jimmy Neal – Vinnie Faccinto  
Commissioner Dale Moss – Vinnie Faccinto  
Commissioner Joe Iwanyszyn – Bobby Williams  
Commissioner Kim Bradford – Vinnie Faccinto  
Commissioner Darren Wilson – Vinnie Faccinto  
Commissioner Kathy Dunn – Bobby Williams  
Commissioner Cathy Reel – Bobby Williams  
Commissioner Mike Atwood – Bobby Williams

TOTALS:

BOBBY WILLIAMS – 12  
VINNIE FACCINTO - 8  
ABSENT – 3

According to the results of Roll Call #3, Bobby Williams received the required (12) votes. Therefore, Mr. Bobby Williams is elected. Mr. Williams was immediately sworn in by the County Clerk Wayne Nabors to the 5<sup>th</sup> district seat.

(SEE ATTACHED)

# OATH OF OFFICE

## COUNTY COMMISSIONER OF PUTNAM COUNTY, TENNESSEE


I, Bobby Williams, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Tennessee, and that I will perform with fidelity the duties of the Office of County Commissioner for Putnam County, Tennessee, to which I have been duly appointed, and which duties I am about to assume, to the best of my skill and ability – SO HELP ME GOD.

WITNESS my hand this 18<sup>th</sup> day of January, 2022.

  
County Commissioner – 5<sup>th</sup> District

Subscribed and sworn to before me this 18<sup>th</sup> day of January, 2022.



  
WAYNE NABORS  
County Clerk of Putnam County, TN

The Chairman Mike Atwood asked the Commissioners to signify their presence at the meeting and the following were present:

**PRESENT:**

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Bobby Williams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

**ABSENT:**

Kevin Christopher  
Jim Martin  
Adam Johnson

This would be an amended roll call after the appointment of Bobby Williams to fill the 5th district vacancy. Therefore, twenty (21) were present and three (3) absent.

**UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD**

**REPORT OF STANDING COMMITTEES:**

**PLANNING COMMITTEE:** No unfinished business.

**FISCAL REVIEW COMMITTEE:** No unfinished business.

**NOMINATING COMMITTEE:** No unfinished business.

**REPORT OF SPECIAL COMMITTEES:** None

**OTHER UNFINISHED BUSINESS:**

**NEW BUSINESS AND ACTION THEREON BY THE BOARD**

**REPORT OF STANDING COMMITTEES**

**PLANNING COMMITTEE:**

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE  
REQUEST FROM EKAMOR FOR RESEARCH AND DEVELOPMENT FACILITY ON  
WEST BROAD STREET PER JACKSON LAW**

Commissioner Kathy Dunn moved and Commissioner Jordan Iwanyszyn seconded the motion.

(SEE ATTACHED)

**MOTION TO APPROVE THE APPLICATION FOR A PROPOSED RESEARCH AND DEVELOPMENT FACILITY FOR SOLID WASTE PROCESSING IN THE CORPORATE LIMITS OF THE CITY OF COOKEVILLE AND PUTNAM COUNTY**

On November 9, 1989, the County Commission for Putnam County adopted a resolution making applicable to Putnam County, Tennessee the provisions of Part 7 of Chapter 211 of Title 68 of the Tennessee Code Annotated to require local approval of landfills, solid waste disposal facilities and solid waste processing facilities prior to the construction of such facilities.

Further, Tenn. Code Ann. §68-211-701 provides that no construction shall be initiated for any new landfill for solid waste disposal or for solid waste processing until the plans for such new landfill have been submitted to and approved by the county legislative body in which the proposed landfill is located.

Ekamor Resource Corporation, located at 610 N. Pickard Ave., Cookeville, Tennessee 38501, submitted an application, with plans, for a research and development facility for solid waste processing to the Tennessee Department of Environment and Conservation, Division of Solid Waste Management. The application with plans, attached as an exhibit, were forwarded to Putnam County. The proposed facility consists of a research and development facility for solid waste processing to be located at 1368 W. Broad Street, Cookeville, Tennessee 38501. The facility will accept municipal solid waste in an amount that would equate to about two garbage truck loads per day.

Pursuant to Tenn. Code Ann. §68-211-703, public notice of the proposed facility was properly circulated by the Putnam County Mayor within the geographical area of the proposed facility landfill by publication in a local newspaper of general circulation, and such notice included all information set forth in Tenn. Code Ann. §68-211-703(b). Further, all provisions for a public hearing set forth within Tenn. Code Ann. §68-211-703, et seq. were complied with; whereupon the Putnam County Commission acted within thirty (30) days of such public hearing to approve the proposed new construction.

Pursuant to Tenn. Code Ann. §68-211-704, the Putnam County Commission duly considered the following criteria in evaluating the construction of any new landfill for solid waste disposal or for solid waste processing: (1) the type of waste to be disposed of; (2) the method of disposal to be used; (3) the projected impact on surrounding areas from noise and odor created; (4) the projected impact on

property values on surrounding areas; (5) the adequacy of existing roads and bridges to carry the increased traffic projected to result; (6) the economic impact on the county, city or both; (7) the compatibility with existing development or zoning plans; and (8) any other factor which may affect the public health, safety or welfare.

After due consideration of the factors stated above, the plans for a research and development facility for solid waste processing to be located at 1368 W. Broad Street, Cookeville, Tennessee 38501 as set forth in the exhibit hereto, are approved.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE  
LIST OF VEHICLES/EQUIPMENT TO BE SOLD VIA INTERNET/PUBLIC AUCTION  
FOR THE ROAD'S DEPARTMENT AS FOLLOWS:**

**1998 FORD 800 VIN # 1FDYF80C0WVA24526  
2003 CHEVROLET 2500 VIN # 1GCHK24U43Z257166  
HOLLAND TRACTOR 312802M/T5329  
HOLLAND TRACTOR 312621M/T5328  
CAT BACKHOE 416B 94-1896/SN08ZK03926**

Commissioner Kathy Dunn moved and Commissioner Kim Bradford seconded the motion.

(SEE ATTACHED)



# **Putnam County Highway Department**

**505 East Veterans Dr.**

**Cookeville, TN. 38501**

**(931) 526-4864**

**(931) 520-7637 Fax**



January 1, 2022

Putnam County Highway Department requests to declare the following assets as surplus items to be sold via public auction.

1998 Ford F-800 DT/Rogers Bed/Spread Gate – VIN #1FDYF80C0WVA24526 Tag #GS-5233

2003 Chevrolet 2500 HD/White/Salt Spreader – VIN #1GCHK24U43Z257166 Tag #GY-9889

New Holland Tractor/Tiger Mower – 312802M/T5329 – 5610S/TM60C

New Holland Tractor/Tiger Mower – 312621M/T5328 – 5601S/TM60C

CAT Backhoe 416B – 94-1896/SN08ZK03926

Randy Jones

A handwritten signature in cursive script that reads "Randy Jones".

Putnam County Road Supervisor

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**FISCAL REVIEW COMMITTEE:**

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF  
BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND**

Commissioner Chris Cassetty moved and Commissioner Darren Wilson seconded the motion.

(SEE ATTACHED)

# BUDGET AMENDMENT COUNTY GENERAL FUND

Jan-22

<u>County General Expenditures</u>	<u>Debit</u>	<u>Credit</u>
<u>54110 Sheriff's Department</u>		
187 Overtime		21,398.89
<u>47990 County General Revenue</u>		
Other Direct Federal Revenue	21,398.89	
<i>See Memo from Sheriff Eddie Farris</i>		
<b>Total</b>	<b>\$ 21,398.89</b>	<b>\$ 21,398.89</b>



**Putnam County Justice Center**  
421 East Spring Street • Cookeville, TN 38501  
Phone: 931.528.8484 • Fax: 931.528.7043

**DATE: January 3, 2022**

**TO: Fiscal Review Committee - Honorable County Commissioners**

**SUBJECT: Budget Item Transfer Requests**

**Please allow this to serve as my request to transfer the following monies:**

**Transfer a total of \$21,398.89 from 101 – 47990 Other Direct Federal Revenue to line item 101 – 54110 – 187 Overtime Pay. This is a transfer of monies received for overtime reimbursements to the Sheriff's Office by federal agencies over the preceding annual quarter.**

**Thanking you in advance,**

*Sheriff Eddie Farris*

**Sheriff Eddie Farris**

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Bobby Williams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

ABSENT:

Kevin Christopher  
Jim Martin  
Adam Johnson

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF  
BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND**

Commissioner Chris Cassetty moved and Commissioner Kim Bradford seconded the motion..

(SEE ATTACHED)

# *Department of Education*

## *Putnam County*

Mr. Corby King, Director of Schools

Board of Education  
Lynn McHenry, Chair  
Kim Cravens, Vice-Chair

1400 East Spring Street  
Cookeville, Tennessee 38506-4313  
Phone (931) 526-9777  
FAX (931) 372-0391

Board Members  
Dawn Fry  
Celeste Gammon  
Jerry Maynard  
David McCormick

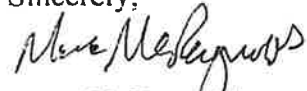
January 10, 2022

Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following budget amendments to the General-Purpose School Fund (141), as submitted.

Sincerely,



Mark McReynolds  
Putnam County Board of Education

Enclosures:

- To redistribute Adult Education funds to meet program needs.
- To budget for grant funds received from TDOE for Prescott South Middle School/STEM Start-up and Expansion Grant.
- To budget additional Special Education-High Cost funds awarded to Putnam County Schools from the State.

Department: Adult Education

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount
	<b>Revenue</b>			
		OTHER STATE EDUCATION FUNDS		
		ADULT BASIC EDUCATION		
		<b>Total Revenue</b>		
	<b>Expenditures</b>			
1	141 E 71600 116 000 010002 Regal Teachers			
2	141 E 71600 189 000 010002 Regal Other Salaries			
3	141 E 71600 201 000 010002 Regal FICA			
4	141 E 71600 204 000 010002 Regal Retirement			
5	141 E 71600 207 000 010002 Regal Medical Insurance			
6	141 E 71600 212 000 010002 Regal Medicare			
7	141 E 71600 355 000 010002 Regal Travel			
8	141 E 71600 399 000 010002 Regal Other			
9	141 E 71600 429 000 010002 Regal Supplies & Materials			
10	141 E 71600 790 000 010002 Regal Equipment			
11	141 E 72260 105 000 010002 Regal Supervisor			
12	141 E 72260 162 000 010002 Regal Clerical			
13	141 E 72260 201 000 010002 Regal FICA			
14	141 E 72260 204 000 010002 Regal Retirement			
15	141 E 72260 207 000 010002 Regal Medical Insurance			
16	141 E 72260 212 000 010002 Regal Medicare			
17	141 E 72260 355 000 010002 Regal Travel			
18	141 E 72260 399 000 010002 Regal Other contracted services			
19	141 E 72260 429 000 010002 Regal Supplies and Materials			
20	141 E 72260 790 000 010002 Regal Equipment			
	<b>Total Expenditures</b>			
	<b>Total Revenue less Total Expenditures</b>			

Explanation: To redistribute funds to meet needs

Requested by: Lynda Huddleston  
Supervisor

Reviewed by: *Man*  
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

Action by County Commission: Approval

Recommended for Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Official / Department Head

DATE: 14-Dec-21

Date: \_\_\_\_\_



Department: **Special Education**DATE: January 2022

Item #	Account #	Account Description	Current		Requested	
			Approved Amount		Approval Amount	
1	141-47143-2110	Education of the handicapped	\$176,978.05	Increase \$106,419.23	Decrease	\$283,397.28
2	141-71200-163-02110	Educational Assistant	\$119,597.69	Decrease	Increase \$14,019.23	\$133,616.92
3	141-71200-201-02110	Social Security	\$7,415.06			\$7,415.06
4	141-71200-204-02110	State Retirement	\$8,443.60		\$1,000.00	\$9,443.60
5	141-71200-206-02110	Life Insurance	\$302.40			\$302.40
6	141-71200-207-02110	Medical Insurance	\$37,975.80		\$12,000.00	\$49,975.80
7	141-71200-208-02110	Dental Insurance	\$909.36			\$909.36
8	141-71200-210-02110	Unemployment Comp	\$600.00	\$600.00		\$0.00
9	141-71200-212-02110	Employer Medicare	\$1,734.17			\$1,734.17
10	141-71200-429-02110	Instructional Supplies	\$0.00		\$20,000.00	\$20,000.00
11	141-71200-725-02110	Special Ed Equipment	\$0.00		\$20,000.00	\$20,000.00
12	141-72220-524-02110	In-Service/Staff Development	\$0.00		\$10,000.00	\$10,000.00
13	141-72220-790-02110	Other Equipment	\$0.00		\$30,000.00	\$30,000.00
			<b>\$176,978.08</b>	<b>\$600.00</b>	<b>\$107,019.23</b>	<b>\$283,397.31</b>

Explanation: To budget additional funds awarded to PCS for High Cost SWD.

  
Requested by: \_\_\_\_\_

Supervisor: Sheri Roberson

Reviewed by:   
Chief Financial Officer

Recommended for Approval: \_\_\_\_\_

Assistant Director

Official / Department Head

Action by Fiscal Review Commil Recommended for Approval

Date: \_\_\_\_\_

Action by County Commission: Approval

Non-Approval

Date: \_\_\_\_\_

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Bobby Williams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

ABSENT:

Kevin Christopher  
Jim Martin  
Adam Johnson

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF  
BUDGET AMENDMENTS TO THE ROAD DEPARTMENT FUND**

Commissioner Chris Cassetty moved and Commissioner Darren Wilson seconded the motion.

(SEE ATTACHED)

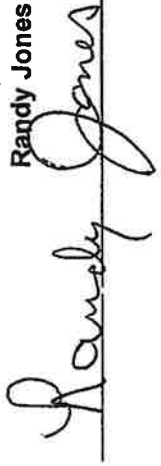
**Putnam County Highway Department  
Budget Amendment January, 2022  
Commission Meeting**

**ROAD FUND:131**

Item	Account	Description	Fund Balance	Decrease Revenue	Increase Expenditures	Approved Expenditures	Total Expenditures	Expended Expenditures	Account Balance
1	39000	Fund Balance	641,575	-	-	-	-	-	-
2	47401	American Rescue Grant #1	-	117,004	-	-	-	-	-
3	58831.189	Other Salaries and Wages	-	-	102,000	-	102,000	102,000	-
4	58831.201	Social Security	-	-	6,324	-	6,324	6,324	-
5	58831.211	Local Retirement	-	-	7,201	-	7,201	7,201	-
6	58831.212	Employer Medicare	-	-	1,479	-	1,479	1,479	-
7	61000.101	County Official	-	-	2,075	103,770	105,845	60,780	45,065
8	62000.399	Other Contracted Services	-	-	500,000	300,000	800,000	510,008	289,992
9	62000.409	Crushed Stone	-	-	50,000	100,000	150,000	89,975	60,025
10	63100.336	Maint. & Repair Services	-	-	30,000	10,000	40,000	19,785	20,215
11	63100.418	Equipment/Machine Parts	-	-	30,000	70,000	100,000	71,243	28,757
12	63100.599	Other Charges	-	-	9,000	5,000	14,000	4,910	9,090
13	65000.599	Other Charges	-	-	500	11,150	11,650	11,491	159
14	68000.321	Engineering Services	-	-	20,000	40,000	60,000	45,111	14,889
		Totals	641,575	117,004	758,579	639,920	1,398,499	930,307	468,192

Putnam County Road Supervisor

Randy Jones



The Chairman asked for discussion on the motion. There was discussion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Bobby Williams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

ABSENT:

Kevin Christopher  
Jim Martin  
Adam Johnson

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**NOMINATING COMMITTEE:**

**MOTION RE: NOMINATING COMMITTEE RECOMMENDS THAT THE FOLLOWING BE APPOINTED TO THE AGRICULTURE EXTENSION COMMITTEE FOR TWO YEAR TERMS TO EXPIRE JANUARY 2024:**

**RALPH MILLS – FARM MAN  
CHARLENE MOSS – FARM WOMAN  
BEN RODGERS – COMMISSIONER  
DALE MOSS - COMMISSIONER**

Commissioner A J Donadio moved and Commissioner Theresa Tayes seconded the motion.

(SEE ATTACHED)

January 10, 2022

Chelsea Qualls  
Accounts Manger  
300 E. Spring St. Rm. 4  
Cookeville, TN 38501

Dear Chelsea:

The following are the Agriculture Committee list of nominees for election:

We would like to nominate Ben Rodgers, commissioner representative, for his first term. His appointment will end 1/2024.

Ralph Mills, farm man representative, is up for re-election for his second two-year term. His appointment will end 1/2024.

Charlene Moss, farm woman representative, is up for re-election for her third two-year term. Her appointment will end 1/2024.

Dale Moss, commissioner, is up for re-election for second two-year term. His appointment will end 1/2024.

The remaining committee members (Scott Chadwell, Cindy Adams, and Aimee Randolph) are currently serving a term.

Thank you for your assistance.

Sincerely,



Michelle Parrott  
County Director

CC: Randy Porter

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: NOMINATING COMMITTEE RECOMMENDS JEFF SIBLEY AS A JUDICIAL COMMISSIONER**

Commissioner A J Donadio moved and Commissioner Jordan Iwanyszyn seconded the motion.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**REPORT OF SPECIAL COMMITTEES:**

**MOTION RE: HEAR FROM RULES COMMITTEE ABOUT RULE CHANGES**

Commissioner Jimmy Neal moved and Commissioner Kim Bradford seconded the motion.

(SEE ATTACHED)

**RULES**

**REGULATING THE PROCEDURES**

**OF**

**PUTNAM COUNTY**

**BOARD OF COMMISSIONERS**

**PUTNAM COUNTY, TENNESSEE**

<b>ADOPTED JANUARY</b>	<b>1970</b>
<b>AMENDED APRIL</b>	<b>1972</b>
<b>AMENDED APRIL</b>	<b>1973</b>
<b>AMENDED MAY</b>	<b>1976</b>
<b>AMENDED AUGUST</b>	<b>1978</b>
<b>AMENDED FEBRUARY</b>	<b>1980</b>
<b>AMENDED AUGUST</b>	<b>1983</b>
<b>AMENDED JANUARY</b>	<b>1984</b>
<b>AMENDED JUNE</b>	<b>1992</b>
<b>AMENDED FEBRUARY</b>	<b>1996</b>
<b>AMENDED NOVEMBER</b>	<b>1996</b>
<b>AMENDED APRIL</b>	<b>2000</b>
<b>AMENDED APRIL</b>	<b>2001</b>
<b>AMENDED OCTOBER</b>	<b>2002</b>
<b>AMENDED DECEMBER</b>	<b>2003</b>
<b>AMENDED JANUARY</b>	<b>2008</b>
<b>AMENDED SEPTEMBER</b>	<b>2010</b>
<b>AMENDED FEBRUARY</b>	<b>2015</b>
<b>AMENDED JANUARY</b>	<b>2017</b>
<b>AMENDED FEBRUARY</b>	<b>2019</b>
<b>AMENDED JANUARY</b>	<b>2022</b>

## **PREAMBLE**

This booklet is prepared for the use of the members of the Putnam County Board of Commissioners and others who may find this information helpful.

Members are urged to familiarize themselves with the procedures herein adopted.

In order to insure the orderly processes of the Putnam County Board of County Commissioners, to promote courtesy to all, partiality to none, and respect for the rights of all citizens and to assist the presiding officers and other elected officials in the execution of their responsibilities, these Rules of Procedures should be vigorously enforced.



## **APPENDICES**

- A. PARLIAMENTARY PROCEDURE
- B. CONFLICT OF INTEREST STATEMENT, INFORMATION
- C. COMMISSION COMMITTEES:
  - I. LISTING MEMBERSHIP ON COMMISSION COMMITTEES
  - II. COMMITTEE CHARGES
- D. STATUTORY BOARDS, COMMISSIONS, COMMITTEES OF TENNESSEE COUNTY GOVERNMENT
- E. SUNSHINE LAW
- F. LISTING OF COUNTY COMMISSIONERS, ELECTED AND APPOINTED OFFICIALS

## **TABLE OF CONTENTS**

<b><u>ARTICLE I THE BOARD OF COUNTY COMMISSIONERS</u></b>	<b>PAGE</b>
<b><u>RULE 1 COVENING THE BOARD</u></b>	
<b><u>1 A: REGULAR MEETINGS</u></b>	<b>1</b>
<b><u>1B: LEGAL HOLIDAYS</u></b>	<b>1</b>
<b><u>1C: SPECIAL CALLED MEETINGS</u></b>	<b>1</b>
<b><u>1D: RECESSED MEETINGS</u></b>	<b>1</b>
<b><u>RULE 2 QUORUM</u></b>	
<b><u>2A: A QUORUM FOR THE TRANSACTION OF BUSINESS</u></b>	<b>1</b>
<b><u>2B: CONFLICT OF INTEREST</u></b>	<b>1</b>
<b><u>RULE 3 ORDER OF BUSINESS</u></b>	<b>2</b>
<b><u>RULE 4 GENERAL CONDUCT OF BUSINESS BEFORE THE BOARD OF COMMISSIONERS</u></b>	
<b><u>4A: WHO MAY ADDRESS THE CHAIRMAN</u></b>	<b>2</b>
<b><u>4B: GAINING THE FLOOR</u></b>	<b>3</b>
<b><u>4C: SPEAKING</u></b>	<b>3</b>
<b><u>4D: CONSENT TO YIELD</u></b>	<b>3</b>
<b><u>4E: POINTS OF ORDER</u></b>	<b>3</b>
<b><u>4F: APPEAL OF RULING</u></b>	<b>3</b>
<b><u>4G: REFUSAL TO BE IN ORDER</u></b>	<b>3</b>
<b><u>4H: SUSPENDING THE RULES</u></b>	<b>4</b>
<b><u>4I: ROBERT'S RULES OF ORDER REVISED</u></b>	<b>4</b>
<b><u>RULE 5 AGENDA</u></b>	
<b><u>5A: STANDING COMMITTEE CHAIRMEN AND AGENDA</u></b>	<b>4</b>
<b><u>5B: AGENDA TO COMMISSION MEMBERS</u></b>	<b>4</b>
<b><u>5C: AGENDA TO NEWS MEDIA</u></b>	<b>4</b>
<b><u>5D: CHANGES TO THE AGENDA</u></b>	<b>4</b>
<b><u>5E: RESTRICTIONS ON AGENDA ITEMS</u></b>	<b>4</b>

## **RULE 6 INTRODUCTION OF RESOLUTIONS AND MOTIONS**

<b><u>6A: MOTIONS AND RESOLUTIONS</u></b>	<b>4</b>
<b><u>6B: RESOLUTIONS</u></b>	<b>5</b>
<b><u>6C: MOTIONS</u></b>	<b>5</b>
<b><u>6D: MOTION TO TABLE</u></b>	<b>5</b>
<b><u>6E: RECONSIDERATION OF A MOTION AT ONE SESSION</u></b>	<b>5</b>
<b><u>6F: GENERAL RULES OF PROCEDURE</u></b>	<b>5</b>
<b><u>6G: THE ORDER OF PRECEDENCE OF MOTIONS</u></b>	<b>5</b>

## **RULE 7 VOTING**

<b><u>7A: PUTTING THE QUESTION</u></b>	<b>5</b>
<b><u>7B: ROLL CALL</u></b>	<b>5</b>
<b><u>7C: MEMBER MAY CHANGE VOTE</u></b>	<b>5</b>
<b><u>7D: VOTES REQUIRED TO PASS A MOTION OR RESOLUTION</u></b>	<b>6</b>
<b><u>7E: CONFLICT OF INTEREST</u></b>	<b>6</b>

## **RULE 8 ELECTIONS**

## **RULE 9 PARLIAMENTARIAN**

<b><u>9A: ELECTION</u></b>	<b>6</b>
<b><u>9B: DUTIES</u></b>	<b>6</b>
<b><u>9C: ORIENTATION</u></b>	<b>6</b>
<b><u>9D: OTHER COMMITTEES</u></b>	<b>7</b>

## **RULE 10 CHAIRMAN OF THE BOARD & CHAIRMAN PRO TEMPORE**

<b><u>10A: ELECTION</u></b>	<b>7</b>
<b><u>10B: VOTING</u></b>	<b>7</b>
<b><u>10C: DUTIES</u></b>	<b>7</b>
<b><u>10D: SPEAKING ON MOTIONS OR RESOLUTIONS</u></b>	<b>7</b>
<b><u>10E: AGENDA</u></b>	<b>8</b>

## **RULE 11 COUNTY CLERK**

<b><u>11A: SPECIAL OR CALLED MEETINGS</u></b>	<b>8</b>
<b><u>11B: MINUTES</u></b>	<b>8</b>
<b><u>11C: RESOLUTIONS</u></b>	<b>8</b>
<b><u>11D: ROLL CALL</u></b>	<b>8</b>
<b><u>11E: ORIGINALS OF DOCUMENTS/CONTRACTS</u></b>	<b>8</b>

## **RULE 12 SHERIFF**

### RULE 13 SPECIAL COMMITTEES

<u>13A: SPECIAL COMMITTEES CREATED</u>	8
<u>13B: MINUTES COMMITTEE</u>	9
<u>13C: RULES COMMITTEE</u>	9
<u>13D: OTHER SPECIAL COMMITTEES</u>	9

### RULE 14 COUNTY ~~EXECUTIVE~~ MAYOR

<u>14A: CHAIRMAN</u>	9
<u>14B: APPROVAL/VETO POWER</u>	9
<u>14C: EX OFFICIO MEMBER</u>	10
<u>14D: APPOINTMENT POWER</u>	10
<u>14E: AGENDA</u>	10
<u>14F: COMMITTEE MEMBER</u>	10

### RULE 15 COUNTY ATTORNEY

<u>15A: MEETINGS</u>	10
<u>15B: CONTRACTS</u>	10
<u>15C: DELINQUENT TAX ATTORNEY</u>	10
<u>15D: OTHER</u>	10

## ARTICLE II COMMISSION COMMITTEE SYSTEM

## PAGE

### RULE 16 STANDING COMMITTEE

<u>16A: THE STANDING COMMITTEES</u>	11
<u>16B: FISCAL REVIEW AND PLANNING MEMBERSHIP</u>	11
<u>16C: NOMINATING MEMBERSHIP</u>	11

### RULE 17 OFFICERS OF STANDING COMMITTEES

<u>17A: THE OFFICERS OF EACH STANDING COMMITTEE</u>	11
<u>17B: ELECTION-FISCAL REVIEW AND PLANNING</u>	11
<u>17B: ELECTION-FISCAL REVIEW AND PLANNING</u>	11

### RULE 18 DUTIES OF THE OFFICERS OF STANDING COMMITTEES

<u>18A: CHAIRMAN</u>	12
<u>18B: VICE-CHAIRMAN</u>	12
<u>18C: SECRETARY</u>	12

**RULE 19 STANDING COMMITTEE AGENDAS**

<b><u>19A: APPROPRIATION REQUEST</u></b>	<b>12</b>
<b><u>19B: COUNTY PROPERTY</u></b>	<b>12</b>
<b><u>19C: CREATING AGENDA</u></b>	<b>12</b>
<b><u>19D: AGENDA ITEMS MAY BE ADDED, DELETED, OR AMENDED</u></b>	<b>12</b>

**RULE 20 STANDING COMMITTEE MEETINGS AND MINUTES**

<b><u>20A: QUORUM</u></b>	<b>13</b>
<b><u>20B: MEETINGS</u></b>	<b>13</b>
<b><u>20C: THE MINUTES</u></b>	<b>13</b>
<b><u>20D: FAILURE TO MEET</u></b>	<b>13</b>

**RULE 21 ROLE AND AUTHORITY OF STANDING COMMITTEES**

<b><u>21A: THE ROLE AND JURISDICTION OF A STANDING COMMITTEE</u></b>	<b>13</b>
<b><u>21B: FISCAL REVIEW COMMITTEE</u></b>	<b>13</b>
<b><u>21C: PLANNING COMMITTEE</u></b>	<b>14</b>
<b><u>21D: NOMINATING COMMITTEE</u></b>	<b>14</b>

**RULE 22 REGULATING ALL COMMITTEE & SUBCOMMITTEE PROCEDURE**

<b><u>22A: PARLIAMENTARY PROCEDURE</u></b>	<b>15</b>
<b><u>22B: RECOMMENDATIONS</u></b>	<b>15</b>

**RULE 23 REPORTING PROCEDURE**

<b><u>23A: TO FULL COMMISSION</u></b>	<b>15</b>
<b><u>23B: THE PROCEDURE FOR REPORTING</u></b>	<b>15</b>

**RULE 24 STANDING SUBCOMMITTEES**

<b><u>24A: CREATING STANDING SUBCOMMITTEES</u></b>	<b>15</b>
<b><u>24B: MEMBERSHIP/DUTIES</u></b>	<b>16</b>
<b><u>24C: REPORTING</u></b>	<b>16</b>
<b><u>24D: LISTING OF CURRENT STAND SUBCOMMITTEES</u></b>	<b>16</b>

**RULE 25 SUBCOMMITTEES**

<b><u>25A: AUTHORITY OF SUBCOMMITTEES</u></b>	<b>16</b>
<b><u>25B: RECOMMENDATIONS TO BOARD</u></b>	<b>16</b>
<b><u>25C: CHARGE TO SUBCOMMITTEE</u></b>	<b>16</b>
<b><u>25D: CREATING/DISSMISSING A SUBCOMMITTEE</u></b>	<b>16</b>

**RULE 26 COMMISSION COMMITTEES - MISCELLANEOUS**

<b><u>26A: VACANCIES ON COMMITTEES</u></b>	<b>17</b>
<b><u>26B: TECHNICAL ASSISTANCE</u></b>	<b>17</b>

**RULE 27 TENNESSEE STATUTORY COMMISSION BOARDS AND COMMITTEES**

<b><u>27A: STATUTORY BOARDS</u></b>	<b>17</b>
<b><u>27B: LISTING OF CURRENTLY REQUIRED AND/OR APPROVED STATUTORY COMMITTEES</u></b>	<b>17</b>
<b><u>27C: APPOINTMENT POWER</u></b>	<b>17</b>

**ARTICLE III MISCELLANEOUS**

**PAGE**

<b><u>RULE 28 AMENDMENTS TO RULES</u></b>	<b>17</b>
<b><u>RULE 29 RULES OF ORDER</u></b>	<b>17</b>
<b><u>RULE 30 CONFLICT OF THESE RULES WITH LAW</u></b>	<b>18</b>
<b><u>RULE 31 GENDER REFERENCE</u></b>	<b>18</b>
<b><u>RULE 32 MEDIA</u></b>	
<b><u>32A: RADIO AND TELEVISION BROADCASTING</u></b>	<b>18</b>
<b><u>32B: THE PRESS</u></b>	<b>18</b>

**INDEX**

## RULE

### A

Absence of Chairman.....	3
Abstaining from voting.....	2B
Addressing Chairman,Members.....	4A(1)
Non-Members.....	4A
Addressing Commission.....	4B, 4C(1)
Agenda.....	10E
Full Commission.....	5, 5D, 14E, 10E
Standing Committes.....	9C, 19D
Amendments to Rules.....	28
Announcing Vote.....	7C
Appeal of Ruling by Chair.....	4F, 9B
Appointed Officials.....	Appendix F
Appointment Power, County <del>Executive</del> <u>Mayor</u> .....	14D
Appropriations, motions/resolutions.....	5E
Audio Tapes of Committee Meetings.....	20C
Authority of Committees.....	21
Awards Standing Subcommittee.....	13, Appendix C

### B

Broadcast Rights.....	32A(1)
Budget Committee.....	Appendix C

### C

Call of Committee Meetings.....	18A
Call of Commission Meetings.....	1
Call to Order.....	3
Called Meetings, Committee.....	20B
Called Meetings.....	1C
Caucus.....	8(5)
Chairman of Board of Commissioners.....	10, 7C
Committee Assistance.....	10C(5)
Duties.....	10C
Voting by.....	10B
Speaking on question.....	10D
Standing Committees.....	18A
Change of Vote.....	7C
Changes to Agenda, Full Commission.....	5D
Commendation Resolutions.....	6B
Commission Committees.....	Appendix C
Committee Jurisdiction.....	21A, 10C(6)
Committee Meeting Procedure.....	20, 22
Committee May Not Obligate County.....	26B
Committee Reports.....	23, 4C(2)

Conflict of Interest.....	7E 8, 2B, Appendix B
Conflict of Rules w/Law.....	30
Consent to Yield.....	4D
Contempt.....	4G
County Attorney.....	15
County Clerk.....	11, 20C
County Clerk, Minutes by.....	11B, 13B
County Department Heads.....	14D, Appendix F

#### County ~~Executive~~

<del>Mayor</del> .....	Rule 14
County <del>Executive Mayor</del> , Ex-Officio Member.....	14C

#### D

Delinquent Tax Attorney.....	15C
Department Heads.....	14D, Appendix F

#### E

Elected Officials, Putnam.....	Appendix F
Elections.....	8
Ex-Officio, Committee Members.....	14C, 10C(5)

#### F

Failure to Meet Committee.....	20D
Fiscal Officers, Report.....	3, #8(a)
Fiscal Review Committee.....	16A, 16B, 21B
Floor, Gaining.....	4B

#### G

Gender Reference.....	31
-----------------------	----

#### H

#### I

Information, by Chairman.....	10C(7)
Interrupting Speaker.....	4D, Appendix A
Impartiality by Chairman.....	10C(7)

#### J

Judicial Commissioners Interview Committee.....	14F, 15D, Appendix D
Jurisdiction of Committee Referral.....	10C(6)
Jurisdiction of Standing Committees.....	21

#### K

#### L

Legal Holidays.....	1B
---------------------	----

#### M

Media.....	32
Meetings, Committee.....	20
Meetings, Full Commission.....	1
Memorial Resolutions.....	6B, Appendix C



Minutes Committee.....	13B
Full Commission.....	11B
Standing Committees.....	11, 13, 18C, 20C
Motions.....	6, Appendix A

## N

News Media.....	5C, 32
Nominating Committee.....	8, 16A, 16C, 21D
Nominations, from Floor.....	8
Non-members Addressing Chair.....	4A(2)
Notices.....	1C

## O

Officers, Full Commission.....	9A, 10A
Standing Committees.....	17, 18
Standing Subcommittee.....	24D
Order of Business.....	3
Order.....	4G, 22
Orientation.....	9C
Originals of Documents/Contracts.....	11E

## P

Parliamentarian.....	4F, 9
Parliamentary Procedure.....	Appendix A
Planning Committee.....	16A, 16B, 21C
Point of Order.....	10C, Appendix A
Press.....	32B
Pro Tempore, Chairman.....	10

## Q

Quarterly Reports.....	3, #8A(1)
Quorum.....	2A, 20A

## R

Radio.....	32A
Recessed Meetings.....	1D, 20B
Recognition for Debate.....	4B, 10C
Recommendations by Standing Committee.....	22B, 23B
Reconsider Motion.....	6E, Appendix A
Referred Request or Resolution.....	23A, 5E
Refusal to be in Order.....	4G
Regular Meetings, Full Commission.....	1A
Reporting Procedure Committee.....	23
Reports, Special Committee.....	4C(2)
Resolutions.....	6
Restrictions on Agenda, Full Commission.....	5E
Roberts Rules of Order Revised.....	4I, 29
Roll Call Vote.....	7B
Rules Committee.....	13C

## S

Sale of County Property.....	5E, 19B
Secretary, Standing Committee.....	18C
Sheriff.....	3, 4G, 12
Speaking, Members.....	4C(1)
Speaking, Non-members.....	4A(2)
Speaking, Twice to Motion.....	4C(1)
Special Called Meetings.....	1C
Special Committees.....	13
Standing Committees.....	16, 17, 18, 19, 20, 21, Appendix C
Purpose & Authority.....	21
Officers.....	17, 18
Standing Subcommittees.....	24, Appendix C
Creation of.....	24A
Duties.....	24B
Listing of Members.....	Appendix C
Reporting.....	24C
Statutory Committees, Commissions, Boards.....	27, Appendix D
Subcommittees.....	25
Sunshine Law.....	Appendix E
Suspending Rules.....	4H
Sympathy Resolutions.....	6B, Appendix C

## T

Table Motion.....	6D, Appendix A
Technical Assistance.....	26B
Television.....	32A
Time Limit, Speaking.....	4C(1)

## U

## V

Vacancies Filled by Commission.....	1C
Vacancies, Committee.....	26A
Veto Power of County <u>Executive Mayor</u> .....	14B
Vice-chairman, Standing Committees.....	18B
Voting.....	7, 2B

## W

## X

## Y

Yield Floor in Debate.....	4D
----------------------------	----

## Z

# ARTICLE I THE BOARD OF COUNTY COMMISSIONERS

## **RULE 1 CONVENING THE BOARD**

**1A: REGULAR MEETINGS:** The Board shall meet in regular session on the third Monday evening of each month except for the month of June and July which will be held on the last Monday of the month. The meeting time shall be six o'clock (6 p.m.).

**1B: COUNTY HOLIDAYS:** If the regular meeting of the Planning, Fiscal Review, or full Commission falls on a county holiday, the meeting shall be held the following Tuesday evening at the regularly scheduled hour. The Chairman shall announce this change at the prior month's meeting.

**1C: SPECIAL CALLED MEETINGS:** The County Mayor has the power to convene the legislative body in special session when, in his or her opinion, public interest requires it. A majority of the members of the county legislative body may petition the Chairman, in writing, for a special meeting. If a majority of the body petitions for a special meeting, it is mandatory for the Chairman to call a meeting. The call for a special meeting must be made by publication in a newspaper published in the county and by personal notices sent by the County Clerk, at least five (5) days before the meeting. The notice must specify the object and purpose of the special session and no other business can be transacted at the special meeting. If a special meeting is held for the purpose of filling a vacancy, ten days notice must be provided to Commission members and one week's notice must be published in a newspaper of general circulation in the county.

**1D: RECESSED MEETINGS:** The Chairman may recess a meeting of the county legislative body until a future time. When the time for the recess has expired, the Chair again calls the meeting to order and resumes the business of the meeting that was pending when the recess began.

## **RULE 2 QUORUM**

**2A: A QUORUM FOR THE TRANSACTION OF BUSINESS:** This shall be a majority of the Board membership as it exists at that time, not as authorized. Vacancies on the Board shall not be included in determining the membership of the Board. However, two-thirds of the Board must be present before fiscal matters (appropriations, fund transfers, etc.) can be considered.

**2B: CONFLICT OF INTEREST:** A Commissioner, who abstains from a particular vote by announcing a conflict to interest as defined by Tennessee Code Annotated section 5-5-112, shall not be counted for determining the required majority. (Also see Rule 7Eand Appendix B)

## **RULE 3 ORDER OF BUSINESS**

1. Call to Order. The Board shall be called to order by the Sheriff, his appointed officer, or in their absence the Commission Chairman. The Chairman shall preside. In the absence of the Chairman, the Chairman Pro Tempore shall preside. If the Chairman Pro Tempore is also absent, the Board shall be temporarily presided over by the Parliamentarian or the County Clerk until the Board shall elect one from its membership to preside.
2. Invocation.
3. Pledge to the flag of the United States of America.
4. Roll Call
5. Approval of Agenda.
6. Approval of the Minutes of the previous meeting and any special called meetings.
7. Unfinished Business.
  - a. Report of Standing Committees and action thereon by the Board
  - b. Report of Special Committees and action thereon by the Board
  - c. Other Unfinished Business
8. New Business.
  - a. Report of Fiscal Officers. Quarterly reports shall be submitted by the fiscal officers.
    - (1) Road Supervisor
    - (2) Superintendent of Schools
    - (3) County Mayor
  - b. Report of Standing Committees and action thereon by the Board
  - c. Report of Special Committees and action thereon by the Board
  - e. Resolutions
  - f. Election of Notaries
  - g. Other new business
9. Announcements and Statements.
10. Adjournment or Recess.

#### **RULE 4 GENERAL CONDUCT OF BUSINESS**

#### **BEFORE THE BOARD OF COMMISSIONERS**

##### **4A: WHO MAY ADDRESS THE CHAIRMAN:**

**(1) Members.** Commission members may address the Chairman at any appropriate time.

**(2) Non-members.** The Chairman may also recognize non-members upon request or at his discretion, provided there is no objection by any Commissioner. If any Commissioner objects, the person may be permitted to address the Board only after a

motion, second and upon a majority vote of the Commissioners in attendance. The Chairman may set a limit on the time a non-Commission member is allowed to speak.

**4B: GAINING THE FLOOR:** . In all cases, the member shall first signify a desire to be recognized by the Chairman by use of a Commissioner handset and corresponding signal on the Commission computer screen. The Chairman then shall properly recognize the request by the Commissioner. When two or more members address the Chairman at the same time, the Commissioner computer screen should indicate the order of speakers. The Chairman shall then name the member who shall speak first, followed by the other member(s). Should the electronic system fail, the Chairman would revert to the old system of each commissioner raising their hand to speak.

#### **4C: SPEAKING:**

**(1) Members.** When any member wishes to speak in debate, discussion, or deliver any matter whatsoever to the Board, he shall address himself to the Chairman in the manner as stated in Rule 4B. After he is recognized, the Commissioner shall proceed in his remarks. In a debate or discussion of a motion, a member must confine himself to the question before the assembly and avoid personalities.

No member shall speak more than once on the same motion until every other member has had an opportunity to speak. No member shall speak longer than ten (10) minutes on the same motion, or three (3) minutes in any succeeding speech unless by majority consent of the Board members in attendance.

**(2) Committee Reports.** A Standing Committee Chairman, reporting for his committee, his designee, the author of a resolution, or a Special Committee Chairman reporting for his committee may speak as often and for as long as the situation requires to answer questions or present information. (Also see Rule 23)

**4D: CONSENT TO YIELD:** While a person is speaking he shall not be interrupted, except if he wishes to yield to a question from a member. If the speaker declines to yield, he shall not be interrupted, but shall yield to questions at the end of his presentation.

**4E: POINTS OF ORDER:** If any person transgresses the Rules of the Board, the Chairman shall call him to order, or a member may request that he be called to order. The point of order shall be at once decided by the Chairman, subject to an appeal to the Board. After the decision is rendered, the member having the floor may proceed, subject to the decision made.

**4F: APPEAL OF RULING:** Any member of the Board may appeal to the Board any ruling by the Chairman and a majority vote of the members voting shall decide the appeal. The Parliamentarian shall advise the Board prior to the vote.

**4G: REFUSAL TO BE IN ORDER:** If any person, member or other otherwise, refuses to be in order, the Chairman shall have the right to call upon the Sheriff, Deputy Sheriff or officer in waiting to seat such person, and if such person refuses to be seated,

or come to order, the Chairman shall have the right to declare such person in contempt and to order his removal from the room. The person may return to the room only on the approval of a majority of the Commissioners present.

**4H: SUSPENDING THE RULES:** These Rules Regulating the Procedures of Putnam County Board of Commissioners may be suspended at any time by the Board by a two-thirds (2/3) vote of the Board membership.

**4I: ROBERT'S RULES OF ORDER REVISED:** All matters not covered herein shall be governed by the latest edition of Robert's Rules of Order Revised. (See Appendix A)

## **RULE 5 AGENDA** (Also see Rules 10E and 14E)

**5A: STANDING COMMITTEE CHAIRMEN AND AGENDA:** Standing committee chairmen and Special Committee Chairmen shall notify the Chairman of the Board and/or the County Mayor of the items to be included on the agenda for a particular meeting. This shall be done in time for the Board Chairman and County ~~Executive Mayor~~ to assemble the agenda for the required mailing (see 5B).

**5B: AGENDA TO COMMISSION MEMBERS:** A copy of the agenda for the regular Commission meeting shall be sent to each Commissioner and County Clerk at least four (4) days before the Board is to meet.

**5C: AGENDA TO NEWS MEDIA:** A copy of the agenda shall be emailed to all licensed commercial radio and television stations in Putnam County, and one copy to each newspaper published in Putnam County, for sale and distribution to the general public, at the same time the agenda is emailed to the Commissioners.

**5D: CHANGES TO THE AGENDA:** Agenda items may be added, deleted, amended prior to the vote to approve the agenda, if approved by a two-thirds vote of the membership of the Commission. (Also see Rule 3, Order of Business)

**5E: RESTRICTIONS ON AGENDA ITEMS:** A resolution or motion requiring the appropriation of money must pass through the Fiscal Review Committee and one concerning the use or sale of County property must pass through the Planning Committee, unless a minimum of two-thirds of the Board membership vote to suspend this rule. (Also see Rule 19A and 19B). Requests not considered by the Board at any session will be referred to the appropriate committee for recommendation to be presented at the next Board meeting.

## **RULE 6 INTRODUCTION OF RESOLUTIONS AND MOTIONS**

**6A: MOTIONS AND RESOLUTIONS:** These are the appropriate methods to bring business to the Board.

**6B: RESOLUTIONS:** A resolution may be introduced only by members of the Board, the County ~~Executive-Mayor~~ or County Clerk. Resolutions are used when required by state statute or when details need to be specifically stated. Resolutions should be presented in writing, preferably in advance of the meeting. Resolutions of memorials, sympathy and commendations may be presented to the Board in written or verbal form.

**6C: MOTIONS:** Motions may be made only by Commissioners. No motion shall be debated until the same has been seconded, reduced to writing by the Clerk, and stated by the Chairman or read by the Clerk.

**6D: MOTION TO TABLE:** A motion to table another motion duly made and seconded may be made, and if this tabling motion receives a second, the Chairman shall call for a vote on the tabling motion without debate or discussion. The Chair may restate and clarify the original motion. A 2/3 majority of the Board as it exists shall be required for passage of the tabling motion.

**6E: RECONSIDERATION OF A MOTION AT ONE SESSION:** When a question has been put to a vote, it shall be in order for any member of the prevailing side to move reconsideration. However, a two-thirds (2/3) vote of the members present shall be required for a reconsideration of a question.

**6F: GENERAL RULES OF PROCEDURE:** The debate of motions is listed in Rule 4.

**6G: THE ORDER OF PRECEDENCE OF MOTIONS:** As set out in the latest copyrighted edition of Robert's Rules of Order Revised, shall be strictly followed. See Appendix A for listing of motions and order of precedence allowable under parliamentary procedure.

## **RULE 7 VOTING**

**7A: PUTTING THE QUESTION:** The Chairman or Clerk shall clearly state the motion or resolution before the board before a vote is taken. A member may ask for clarification of the question until the results of the vote are announced by the Clerk.

**7B: ROLL CALL:** Fiscal matters (appropriations, fund transfers, etc.) and elections require a roll call vote. Voice or show of hand votes are acceptable at the discretion of the Chairman when allowable by law, but any Commissioner may require a roll call vote by so requesting, either before or after a vote or show of hand vote.

**7C: MEMBER MAY CHANGE VOTE:** Any Commissioner may change his roll call vote before the result of a roll call is announced by the Clerk. It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote and to ask if anyone who voted wishes to change



their vote. Then, the results shall be announced by the Clerk and the Chairman shall declare the passage or defeat of the question.

**7D: VOTES REQUIRED TO PASS A MOTION OR RESOLUTION:** A majority of the Board membership as it exists is required to pass a motion unless otherwise stated in these Rules. However, any matter not covered by these Rules may require more than a majority of the Board for passage. (Also see Rule 2B.)

**7E: CONFLICT OF INTEREST:** No member of the Board of County Commissioners of Putnam County who is also an employee of the County may vote on matters in which such member has a conflict of interest. A conflict of interest is created under this section when a member is voting on a matter which, if approved by the Board of County Commissioners, would increase the pay or benefits of that member or that member's spouse. The vote of any member having a conflict of interest shall be void if challenged in a timely manner. As used in this subsection, "timely manner" means during the same meeting at which the vote was cast and prior to the transaction of any further business by the body. This shall not prohibit a member of the Board of County Commissioners from voting on the budget, appropriation resolution, or tax rate resolution, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation or resolution in which the member has a conflict of interest.

## **RULE 8 ELECTIONS**

The Nominating Committee may nominate one or more persons for each vacancy which the Board is responsible for filling. Nominations may then be made from the floor. The floor will be kept open until every member has had the opportunity to nominate one person before nominations are closed. The election will proceed as follows:

1. The names of persons nominated shall be read to the Board prior to the vote.
2. Election shall be by roll call.
3. A majority of the Board membership as it exists is required for election.
4. If no one is elected on a given ballot, and there are more than two candidates, the person receiving the smallest number of votes will be eliminated and votes taken again until a person is elected.
5. The Board is not precluded from holding a caucus.

## **RULE 9 PARLIAMENTARIAN**

**9A: ELECTION:** The Board shall elect a Parliamentarian for a term of one year, at the regular September meeting.

**9B: DUTIES:** The Parliamentarian may advise the Chairman or any member of the Board in any matter of parliamentary procedure. When a member of the Board appeals any ruling by the Chairman, the Parliamentarian shall advise the Board prior to their vote on the ruling. (Also see Rule 4E and 4F)



**9C: ORIENTATION:** During the time after a general County Commission election and before taking office, the County Mayor shall organize an orientation session for the elected members to familiarize them with the Rules and other responsibilities of the Board.

**9D: OTHER COMMITTEES:** The Parliamentarian shall serve on the Rules Committee (Rule 13C) and the Minutes Committee (Rule 13B)

## **RULE 10 CHAIRMAN OF THE BOARD & CHAIRMAN PRO TEMPORE**

**10A: ELECTION:** The Board shall elect a Commissioner or the County Mayor as Chairman and a Commissioner as Chairman Pro Tempore at the regular September meeting of the Board, to serve for a term of one year. No person may serve as Chairman for more than two successive terms. The election shall be held as outlined in Rule 8. The Chairman and Chairman Pro Tempore shall take office immediately following their election at the September Board meeting.

**10B: VOTING:** The Chairman, if the County Mayor, shall vote only in case of a tie vote.

### **10C: DUTIES:**

- (1) Preside at all Board of County Commission meetings (Rule 3).
- (2) Question of order. The Chairman shall preserve order and decorum. He shall speak to points of order raised by other members, rising from his seat for that purpose. He or any Commissioner may request the advice of the Parliamentarian. The Chairman shall decide questions of order, subject to an appeal to the Board by any Commissioner (Rule 4F).
- (3) Stating motions for debate and vote, the Chairman shall state or put a question. (Rule 7A). He shall announce the result of all votes.
- (4) Recognition of members for debate. See Rule 4B, 4C.
- (5) Committee assistance. The Chairman shall offer assistance and advice to the committees and subcommittees as requested. He may serve as an ex officio member of the Rules Committee (Rule 13C).
- (6) Committee jurisdiction question. Should any questions arise as to the jurisdiction of any committee, it shall be referred to the Chairman of the Board for determination, subject to an appeal to the Board at its next regular meeting.
- (7) Questions of information/clarification. The Chairman may answer questions, provide information and give explanations from the chair provided he remains impartial and is not speaking for or against the motion.

**10D: SPEAKING ON MOTIONS OR RESOLUTIONS:** The Chairman may speak for or against any question only after relinquishing the chair. The Chairman Pro Tempore shall preside until the matter under consideration is disposed of, provided the Chairman Pro Tempore has not spoken on the matter, in which case the Chairman may appoint an impartial temporary Chairman.

**10E: AGENDA:** The Chairman in cooperation with the County Mayor shall establish the agenda for Commission meetings. Also see Rule 5A.

## **RULE 11 COUNTY CLERK**

**11A: SPECIAL OR CALLED MEETINGS:** The Clerk shall notify each member of the Board of any special or called meetings not less than five (5) days in advance of the meeting. Also see Rule 1C.

**11B: MINUTES:** The Clerk shall reduce the minutes of each Board meeting to writing and attach a copy of all paperwork associated with Board action. The monthly minutes shall also include the minutes of the standing committees. The minutes shall be prepared after each Board meeting and before the next scheduled Board meeting for placement in a well-bound book suitable for public inspection. The Clerk shall make copies of the minutes of each Board meeting available, without charge, to members of the Minutes Committee and upon request to other Commissioners.

**11C: RESOLUTIONS:** A copy of all resolutions approved by the Board shall be submitted to the County Mayor for his/her consideration and signature or veto. The originals of these documents shall be included in the Clerk's bound minutes of the Board meetings.

**11D: ROLL CALL:** Unless inoperable, the electronic voting machine shall be used for all roll call votes.

**11E: ORIGINALS OF DOCUMENTS/CONTRACTS:** The County Clerk shall retain the copies of all signed documents and contracts for the County Commission with the Minutes. Originals shall be filed in the County Mayor's office.

## **RULE 12 SHERIFF**

The Sheriff or a deputy designated by him shall attend each session of the Board. The Board shall be called to order by the Sheriff, his appointed officer, or in their absence the Commission Chairman. The Sheriff or his officer shall preserve order and carry out orders of the presiding officer of the Board. See Rule 3 and 4G.

## **RULE 13 SPECIAL COMMITTEES**

**13A: SPECIAL COMMITTEES CREATED:** These may be created by the Board for specific purposes or studies at the request of the County Mayor, the Chairman of the Board or any other Commissioner. Whenever a special committee is created, it must be given a written charge to include the scope of the intended task, time frame for the committee to work, and membership on the committee. Establishment of a special

committee shall require a majority vote of the Board unless otherwise stated in the committee's original charge. Dismissal of a special committee shall be upon the Board's vote to receive the special committee's report; this does not mean that the report is accepted, only received by the Board. In no case shall a special committee exist longer than one year unless an extension is granted by the Board. No special committee shall be appointed for any purpose when there is a standing committee on the same subject. The Chairman of any special committee may be elected by the Board at the time the special committee is established or the Board may allow the members of the special committee to select a Chairman at their first meeting.

In that case, the Chairman of the Board shall appoint an acting chairman to serve until the organization of the special committee is completed. The special committee shall report directly to the Board of Commissioners. Membership is not limited to County Commissioners.

**13B: RULES COMMITTEE:** A Rules Committee shall be appointed each September by the Chairman of the Commission and shall be composed of the Parliamentarian and four other Commissioners. The duties of the Rules Committee shall be to make recommendations to the full Commission for changes, updates, clarifications to the Rules Regulating the Procedures of the Putnam County Board of Commissioners or on any other matter pertaining to the orderly conduct of business by the Commission. The Rules Committee shall review the need for any established standing subcommittee to continue. The Rules Committee shall report at the October meeting and may meet and report at any other time during the year.

**13C: OTHER SPECIAL COMMITTEES:** See Appendix C for listing and charge to any current Special committees.

#### **RULE 14 COUNTY MAYOR**

**14A: CHAIRMAN:** The County Mayor may be elected as Chairman of the Commission. See Rule 10A and 10B.

**14B: APPROVAL/VETO POWER:** A non-chairman County Mayor may approve legislation passed by the County Commission by signing it or allowing it to become effective without signature ten days after receiving it or on a later date if specified in the

resolution. The non-chairman County Mayor has 10 days to veto action of the County Commission. Vetoed legislation must be returned to the Commission with reason for veto. The county legislative body may override the veto by majority vote at its next regular meeting or within twenty days, whichever is later.

**14C: EX OFFICIO MEMBER:** The County Mayor serves as a non-voting, ex officio member of the county legislative body. The County Mayor or a designated representative serves as a non-voting, ex officio member of each committee of the county legislative body and each board, commission or authority of county government.

**14D: APPOINTMENT POWER:** The County Mayor shall appoint members of county boards, commissions and county department heads unless otherwise required by general law, special or private act. Such appointees shall be subject to confirmation by the county legislative body which shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the County Mayor.

If the Commission fails to confirm a County Mayor appointment, the County Mayor shall offer another appointment for Commission confirmation. (TCA 5-6-106(c), Also see Rule 27 C and Appendix D for listing of state authorized county boards, commissions and committees. Also see Rule 21D.

**14E: AGENDA:** The County Mayor shall work with the Commission Chairman and committee chairmen to establish meeting agendas. (Rule 5, 10E)

~~**14F: COMMITTEE MEMBER:** The County Mayor shall serve on the Judicial Commissioner Interview Committee. See Appendix C.~~

## **RULE 15 COUNTY ATTORNEY**

**15A: MEETINGS:** The County Attorney, as legal consultant, shall attend all meetings of the Board of Commissioners. It shall be the duty of that official to give his legal opinion on any subject where such guidance is requested by the Chairman of the Board, County ~~Executive~~ Mayor, any Commissioner, standing committee or other committee.

**15B: CONTRACTS:** The County Attorney shall review and advise the Commission on all its contracts.

**15C: DELINQUENT TAX ATTORNEY:** The County Attorney upon confirmation by the full Commission may serve as the Delinquent Tax Attorney for the county.

~~**15D: OTHER:** The County Attorney shall serve on the Judicial Commissioner Interview Committee. See Appendix C.~~

## **ARTICLE II COMMISSION COMMITTEE SYSTEM**

## **RULE 16 STANDING COMMITTEE**

**16A: THE STANDING COMMITTEES:** The standing committees of the full Commission shall be Fiscal Review, Planning and Nominating.

**16B: FISCAL REVIEW AND PLANNING MEMBERSHIP:** One Commissioner from each District shall serve on the Fiscal Review and the other from that District shall serve on the Planning Committee. Each September the Commissioner of each district with the longest consecutive service to date without interruption on the Putnam County Commission shall have the option of choosing to serve on either the Fiscal Review or the Planning Committee for a term of one year. When two members of the Board have the same term of service, the top vote getter in the most recent election shall have the option of serving on the Fiscal Review or Planning Committee.

**16C: NOMINATING MEMBERSHIP:** The Nominating Committee shall consist of the Chairman of the Board, the Chairman of Fiscal Review and Planning Committees and a representative elected from each of the Fiscal Review and Planning Committees.

## **RULE 17 OFFICERS OF STANDING COMMITTEES**

**17A: THE OFFICERS OF EACH STANDING COMMITTEE:** They shall consist of a chairman, a vice-chairman, a secretary, and any other officers as deemed necessary by the committee.

**17B: ELECTION-FISCAL REVIEW AND PLANNING:** The officers of the Fiscal Review and Planning Committees shall be elected by the members of the respective committees at the first meeting of each committee after September 1 of each year for terms of one year. The outgoing committee chairman shall be responsible for calling a meeting of a standing committee for purposes of election of officers or any other appropriate business. In the absence of or failure to act by the outgoing committee chairman, the Chairman of the Board or the County Mayor may appoint an acting chairman to serve until the reorganization of the standing committee is completed. (Also see Rule 16B.)

**17C: ELECTION-NOMINATING:** The officers of the Nominating Committee shall be elected by the committee members as soon as possible after all members are selected. (Also see Rule 16C.)

## **RULE 18 DUTIES OF THE OFFICERS OF STANDING COMMITTEES**

**18A: CHAIRMAN:** The chairman's prime responsibility is to call meetings of the standing committee, to establish the committee agenda with the County Mayor (See Rule 19C), to serve as presiding officer at the committee meetings, submit agenda items to the

Chairman of the Board and/or the County ~~Executive Mayor~~ for the full Commission agenda (See Rule 5A), and serve as spokesman of the committee in any action or reporting to the Board. Further, the chairman should fully understand and make the committee aware of its authority and areas of jurisdiction. He shall also serve on the Minutes Committee (See Rule 13B) and the Nominating Committee (Rule 16C).

**18B: VICE-CHAIRMAN:** The vice-chairman is to assume the role and all responsibilities of the chairman in his absence. Should the chairman, for any reason, vacate his position, the vice-chairman shall automatically become chairman.

**18C: SECRETARY:** The secretary shall be responsible for the taking of minutes or seeing that minutes are taken and reviewed for accuracy. The secretary shall submit minutes of the committee meetings to the County Mayor and County Clerk for their records after the committee meets. (Also see Rule 20C.)

### **RULE 19 STANDING COMMITTEE AGENDAS**

**19A: APPROPRIATION REQUEST:** Any and all requests requiring an expenditure of county funds shall be submitted in writing to the Fiscal Review Committee prior to its regular meeting and shall have an estimated cost included in or attached to the request or resolution.

**19B: COUNTY PROPERTY:** Any and all request concerning the use or sale of County property must pass through the Planning Committee.

**19C: CREATING AGENDA:** The Standing committee agendas shall be compiled by the chairman of the standing committees in cooperation with the County Mayor. Requests for an item to be on the agenda should be submitted to the chairman of the standing committee and/or County Mayor by 10 am at least seven (7) days prior to the committee meeting. The agendas will be emailed to all Commissioners at least five (5) days before the committee is to meet or earlier at the committee's request.

**19D: AGENDA ITEMS MAY BE ADDED, DELETED, OR AMENDED:** at the beginning of the meeting, if such changes are approved by a majority of the committee members. If an agenda change is not approved, it will be put on the next month's committee agenda.

### **RULE 20 STANDING COMMITTEE MEETINGS AND MINUTES**

**20A: QUORUM:** A majority of the membership of any standing committee must be present in order to transact any official business.

**20B: MEETINGS:** Each standing committee is authorized to hold one official meeting prior to each regular or special session of the Board. Additional meetings may be scheduled as recess meetings of the committee as needed or called at the discretion of the Chairman of the committee, but no compensation shall be made for called committee meetings.

**20C: THE MINUTES:** The minutes of all standing committee meetings shall contain the day, time and place the committee convenes, the members present, a summary of the matters considered and a record of the voting on the action taken on each recommendation to the Board, and the time of adjournment. Minutes taken shall be filed with the County Clerk and the County Mayor. Any recording of the meeting proceedings will be filed for 24 months with the County Court Clerk.

**20D: FAILURE TO MEET:** If, for any reason, the Chairman of a standing committee, standing subcommittee or subcommittee fails to call a meeting, the Chairman of the Board, or two (2) members of a three (3) or four (4) member committee or any three (3) members of a five (5) member or larger committee may do so.

## **RULE 21 ROLE AND AUTHORITY OF STANDING COMMITTEES**

**21A: THE ROLE AND JURISDICTION OF A STANDING COMMITTEE:** It is to investigate and study matters, provide information and to present recommendations to the Board on areas under their authority as listed in Rule 21B, 21, 21D. Should any questions arise as to the jurisdiction of any committee, it shall be referred to the Chairman of the Board for determination, subject to an appeal to the Board at its next regular meeting.

**21B: FISCAL REVIEW COMMITTEE:** The Fiscal Review Committee shall be responsible for the study of all fiscal matters concerning Putnam County government including:

- (1) A review of Putnam County budget with the Chairman of the Board, the county budget committee and other county officials.
- (2) The holding of public hearings about budget matters.
- (3) A study of all requests for changes in the budget.
- (4) A study of the ways and means of financing the county program.



- (5) A study of the recommendation on the Putnam County tax rate.
- (6) A study and recommendation on delinquent taxes.
- (7) A study and recommendation on the investment of available county funds.

(8) To study and make recommendations on any other fiscal matter with which the citizens and the government of Putnam County should be concerned.

(9) Personnel, including a study of job benefits, salary schedules, retirement, sick leave, advancement, hiring policies, job promotion, protection, and qualifications for all employees of Putnam County.

**21C: PLANNING COMMITTEE:** The Planning Committee shall be responsible for the study of and the making of recommendations to the Board about all matters other than direct fiscal matters for which the citizens and government of Putnam County should be concerned, including:

- (1) Industrial, commercial, and agricultural development.
- (2) Legislative and governmental relations, including federal, state and county.
- (3) Law enforcement, civil defense, the jail, work house, rescue squad, county fire protection, safety and traffic control.
- (4) Public works, including new county construction, the maintenance and/or improvements to all county-owned buildings and properties, the needs and developments in utility boards and district in the areas of sanitation, water and sewage treatment, the county highway department, and rights-of-way.
- (5) Health, education, and welfare, including indigent care, food stamp program, ambulance service, Office of Economic Opportunity, hospitals, foster home care, nursing homes, rabies, libraries, and all areas of county school system.
- (6) Parks, recreation and conservation.
- (7) Transportation, including airport.
- (8) To study and make recommendations on any other matter, other than fiscal, which the citizens and the government of Putnam County should be concerned.

**21D: NOMINATING COMMITTEE:** The Nominating Committee's responsibility is to make recommendations and/or nominations for vacancy on boards, committees, commissions, or positions that the Board has the responsibility to fill. The Committee may interview, hold public hearings, review letters of recommendation, request letters of application or any other process it deems appropriate to evaluate potential candidates for such vacancies. (See Rule 8 for election procedure.) The Nominating Committee may only make recommendations to approve or not approve County Mayor's appointment which the Board must ratify. See 14D. ~~The Nominating Committee has several responsibilities in the Judicial Commissioner appointment process as provided in Commission resolution dated 2-21-95. See Appendix C for detailed information.~~



## **21E: BUDGET COMMITTEE:**

1. **MEMBERSHIP.** The Budget Committee has nine (9) County Commissioners appointed by the County Mayor and confirmed by the Commission.
2. **RESPONSIBILITY.** Holds necessary public hearings prior the the establishment of the budget. Recommends annual budget and accompanying budget resolutions. Recommends tax rate. They may be asked by Fiscal Review to make recommendations on the budget with budget amendments after budget is prepared and approved.
3. **REPORTING.** Reports directly to the Full Commission.
4. **MEMBERS.** See listing in Appendix C-1 for current members.
5. **OTHER INFORMATION.** See Rule 24 and 26 for general information on

## **RULE 22 REGULATING ALL COMMITTEE & SUBCOMMITTEE PROCEDURE**

**22A: PARLIAMENTARY PROCEDURE:** Committees and subcommittees shall follow parliamentary procedure. However, because the primary purpose of committees and subcommittees is to provide a forum for the detailed study and consideration of issues before recommendations are made to the Board of Commissioners, full discussion should be allowed and encouraged. The chairman of the committee or subcommittee shall preserve the decorum of the meetings at all times and protect the rights of all committee members.

**22B: RECOMMENDATIONS:** Commission committees and subcommittees make recommendations for action by the full Commission. No final decision on any issue may be made at the committee or subcommittee level.

## **RULE 23 REPORTING PROCEDURE**

**23A: TO FULL COMMISSION:** The standing committee to which a request or resolution has been referred shall make a report to the Board at the next regular meeting after its referral, unless the Board has specified otherwise in its request or resolution.

**23B: THE PROCEDURE FOR REPORTING:** The finding of a committee to the Board shall be as follows:

1. The chairman of the standing committee, or a member he so designates such as the subcommittee chairman, shall report from the front of the room. He must report action

recommended by the Committee, usually whether the resolution or matter was approved, not approved, or whether committee makes no recommendation. A majority vote of the Standing Committee membership is required to send a motion to the full Commission recommending approval. (See 22B)

2. Upon completion of a report, the speaker shall yield to questions and/or debate of the motion.

## **RULE 24 STANDING SUBCOMMITTEES**

**24A: CREATING STANDING SUBCOMMITTEES:** They may be created by majority vote of the Board when there is an ongoing need to have a smaller committee to provide detailed study and information to the standing committees and the full Commission. The need for each standing subcommittee shall be reviewed each year by the Rules Committee in consultation with the standing subcommittee chairman to make recommendations to the Board.

**24B: MEMBERSHIP/DUTIES:** The number of members, the term of service, how members are appointed, officers selected and the responsibilities of the standing subcommittee shall be submitted in writing at the time the standing subcommittee is approved. This may vary from subcommittee to subcommittee. Appointment to a standing subcommittee is not limited to Commission members and may be from the Commission at large. See Appendix C.

**24C: REPORTING:** The standing subcommittee shall report to the standing committee that has the ultimate responsibility for the matter under study. See Rule 21 for standing committee jurisdiction. Standing subcommittees may report to any or all standing committees if it is desirable.

**24D: LISTING OF CURRENT STAND SUBCOMMITTEES:** A list is found in Appendix C with guidelines for membership and duties.

## **RULE 25 SUBCOMMITTEES**

**25A: AUTHORITY OF SUBCOMMITTEES:** Each standing committee may, from the Board membership, select subcommittees to make studies and recommendations to the standing committee on any specific matter which falls within their authority. Furthermore, they may select interested citizens of Putnam County who wish to help in the study of a given matter and ask them to work as a part of the subcommittee. There shall be at least one Commissioner on each subcommittee unless the standing committee determines that it is desirable to do otherwise.

**25B: RECOMMENDATIONS TO BOARD:** The standing committee, not its subcommittee, shall have the final responsibility for making all recommendations to the Board.

**25C: CHARGE TO SUBCOMMITTEE:** Whenever a subcommittee is created, there shall be a written charge to the subcommittee defining its responsibilities, including the length of time within which to report its recommendations to the standing committee, and the members appointed to the subcommittee with a chairman or acting chairman until the subcommittee shall elect a chairman. In no case shall a subcommittee exist longer than one year unless granted an extension by the standing committee.

**25D: CREATING/DISMISSING A SUBCOMMITTEE:** A majority vote of the standing committee membership shall be required to create a subcommittee. Subcommittees are dismissed when their report is received by its standing committee; receiving a report does not indicate acceptance of recommendations submitted.

## **RULE 26 COMMISSION COMMITTEES - MISCELLANEOUS**

**26A: VACANCIES ON COMMITTEES:** If for any reason, a member of any committee vacates his position, the vacancies shall be filled in the same manner as the original committee position was filled.

**26B: TECHNICAL ASSISTANCE:** Committees have any and all authority necessary to request the assistance of county, regional, state and federal governmental departments, boards, commissions, and agencies. Committees cannot obligate the county without approval of the Board.

## **RULE 27 TENNESSEE STATUTORY COMMISSION**

### **BOARDS AND COMMITTEES**

**27A: STATUTORY BOARDS:** In addition to the non-mandatory, internal committees (described in Rules 13, 16, 24 and 25) of the County Commission, there are statutory county boards, commissions and committees which are required by state law.

**27B: LISTING OF CURRENTLY REQUIRED AND/OR APPROVED STATUTORY COMMITTEES:** A listing of these boards and commissions is found in Appendix D with details of membership and areas of responsibility.

**27C: APPOINTMENT POWER:** The Board of County Commissioners shall appoint those committees which it is authorized to by state law or Private Act and the County

~~Executive-Mayor~~ shall appoint members of all other county boards, commissions, committees in accordance with TCA 5-6-106(c). Also see Rule 14D.

### **ARTICLE III MISCELLANEOUS**

#### **RULE 28 AMENDMENTS TO RULES**

The Rules Regulating the Procedures of the Putnam County Board of Commissioners may be amended at any regular meeting of the Board by a two-thirds (2/3) vote, provided the amendments were submitted in writing at the previous meeting and considered by the Board of Commissioners.

#### **RULE 29 RULES OF ORDER**

All matters not covered herein shall be governed by the latest copyright edition of Robert's Rules Of Order, Revised, except that Tennessee state law takes precedence over parliamentary procedure.

#### **RULE 30 CONFLICT OF THESE RULES WITH LAW**

These Rules are intended to comply with the Laws of the State of Tennessee and if any provision is found to be in conflict with State or Federal law, that part in conflict shall be null and void.

#### **RULE 31 GENDER REFERENCE**

With regard to these Rules, the use of any gender shall apply to all genders, and all such genders may be used interchangeably to the extent the context so requires.

#### **RULE 32 MEDIA**

**32A: RADIO AND TELEVISION BROADCASTING:** All licensed commercial radio and television stations shall be eligible to broadcast meetings of the Putnam County Board of Commissioners and its committees, subject to compliance with the following:

1. No exclusive authority to broadcast shall be granted to any station or stations.
2. Neither personnel nor equipment shall interfere with the orderly procedure of the meetings.
3. The nature of all commercial sponsorship shall be in keeping with the high degree of dignity of the Board.
4. All broadcasts shall be at no cost to Putnam County.

**32B: THE PRESS:** Newspaper reporters and other news media are encouraged to attend all meetings. However, neither personnel nor equipment shall interfere with the orderly procedure of the meeting.

The Chairman asked for discussion on the motion. There was discussion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

**FOR:**

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Bobby Williams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

**ABSENT:**

Kevin Christopher  
Jim Martin  
Adam Johnson

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**RESOLUTIONS:** None

**ELECTION OF NOTARIES:**

**MOTION RE: APPROVE THE ELECTION OF NOTARIES**

Commissioner Kim Bradford moved and Commissioner A J Donadio seconded the motion.

(SEE ATTACHED)

PUTNAM COUNTY CLERK  
WAYNE NABORS COUNTY CLERK  
P.O. BOX 220  
COOKEVILLE TN 38503  
Telephone 931-526-7106  
Fax 931-372-8201

Notaries to be elected January 18,2022

---

JENNIFER ADAMS	AUDREY KUBIC
JEFFREY M BASS	HOLLY M LEDBETTER
KIM L BRAY	ANGEL LEWIS
COURTNEY BYARS	JAZMYN MILLS
WILLIAM F CLARK	MACHIAH MORIN
ZACH CROWSON	KATHY A PAYNE
KIM DANIELS	CHERYL RIVERA
JESSE ELDRIDGE	JENNIFER SHORT
BOYD M EVANS	JANE M WAKEFIELD
TAMMI D HILL	KENNY WALKER
ASHLEY LAUREN HUFFMAN	NATHAN WEHAGE
BRANDI M JAMES	JANET A WILLIAMS
JENNA L JOHNSON	
CHRISTY KINNARD	

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A D Williams  
Sam Sandlin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Jerry Roberson  
Cindy Adams  
Bobby Williams  
Chris Cassetty

A J Donadio  
Grover N Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Kathy Dunn  
Cathy Reel  
Mike Atwood

ABSENT:

Kevin Christopher  
Jim Martin  
Adam Johnson

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.



**OTHER NEW BUSINESS:**

**MOTION RE: APPROVE THE RATIFICATION OF COUNTY MAYOR'S REAPPOINTMENTS TO THE PAYSCALE COMMITTEE AS FOLLOWS:**

<b>JIMMY NEAL</b>	
<b>BEN RODGERS</b>	<b>1 YEAR TERMS</b>
<b>DANNY HOLMES</b>	
<b>JIM MARTIN</b>	

Commissioner Kathy Dunn moved and Commissioner A J Donadio seconded the motion.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: APPROVE THE RATIFICATION OF COUNTY MAYOR RANDY PORTER'S REAPPOINTMENTS TO THE HEALTH AND SAFETY STANDARDS BOARD FOR 4 YEAR TERMS AS FOLLOWS:**

**MEL MXWELL**  
**MYRNA ESTES**

Commissioner Kim Bradford moved and Commissioner Jimmy Neal seconded the motion.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**HEAR FROM MAYOR PORTER REGARDING ARP FUNDS AS WELL AS TDEC AND ECONOMIC DEVELOPMENT PROJECTS**

**MOTION RE: RATIFICATION OF COUNTY MAYOR'S APPOINTMENT OF TERRY RANDOLPH TO THE REGIONAL PLANNING COMMISSION TO FILL THE UNEXPIRED TERM LEFT BY RON WILLIAMSON'S RESIGNATION**

Commissioner Jordan Iwanyszyn moved and Commissioner Kim Bradford seconded the motion.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**ANNOUNCEMENTS AND STATEMENTS:**

**MOTION RE: ADJOURN**

The meeting was adjourned by Chairman Mike Atwood.

# **FISCAL REVIEW COMMITTEE**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Mayor**

**DATE: January 11, 2022**

**RE: Fiscal Review Committee Agenda**

**Listed below are items to be considered by the County's Fiscal Review Committee on Tuesday, January 18, 2022, at 5:30 PM MEETING TO BE HELD AT THE COOKEVILLE COMMUNITY CENTER.**

1. Consider budget amendments to the County General Fund. *Adams Donadio*
2. Consider approval of budget amendments to the General Purpose School Fund. *Adams Wilson*
3. Consider budget amendments to the Road Department Fund. *Adams-Neel*
4. Any other business that needs to be reviewed by the Fiscal Review Committee.

# Roll Call and Voting Record

PUTNAM COUNTY COMMISSION, PUTNAM COUNTY, TENN.

Wayne Nabors, County Clerk

\*\*\*FISCAL REVIEW\*\*\*

ITEM:		Aye	Nay	Abstain							Absent	Present
	<i>Roll Call</i> <i>1-18-22</i>											
DIST.	COMMISSIONER											
1 <sup>ST</sup>	JONATHAN A.D. WILLIAMS - 239-2698 561 Rockwell Dr. Cookeville, 38506											✓
2 <sup>ND</sup>	JIM MARTIN - 319-9376 1430 Jamestown Court, Cookeville, 38501										✓	
3 <sup>RD</sup>	JERRY FORD - 284-8296 2228 Massa Avenue, Cookeville, 38501											✓
4 <sup>TH</sup>	JERRY ROBERSON - 349-6431 8799 Monterey Hwy, Monterey 38574											✓
5 <sup>TH</sup>	CINDY ADAMS - 303-8525 909 Riverbend Dr., Cookeville, 38506											✓
6 <sup>TH</sup>	CHRIS CASSETTY -- 260-6851 317 Ridgedale Dr., Cookeville, TN 38501											✓
7 <sup>TH</sup>	ANDREW (AJ) DONADIO - 854-6231 910 Franklin Ct., Cookeville, 38506											✓
8 <sup>TH</sup>	BEN RODGERS - 510-6902 1655 Turkey Hollow Rd, Baxter, 38544											✓
9 <sup>TH</sup>	JIMMY NEAL - 260-0143 204 W MINSTER DR, Baxter, 38544											✓
10 <sup>TH</sup>	JOE IWANYSZYN - 260-9671 2061 Foster Circle, Cookeville, 38501											✓
11 <sup>TH</sup>	DARREN WILSON - 260-5599 820 Cindy Dr., Cookeville, 38506											✓
12 <sup>TH</sup>	MIKE ATWOOD - 783-0123 1002 Plantation Drive N., Cookeville, 38506											✓
	DO ANY OF YOU WISH TO CHANGE YOUR VOTE?											
	TOTAL										1	11

*(11) PRESENT (1) ABSENT*

# **PLANNING COMMITTEE MEETING**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Mayor**

**DATE: January 11, 2022**

**RE: Planning Committee Agenda**

**Listed below are items to be considered by the County's Planning Committee on Tuesday, January 18, 2022 IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING TO BE HELD AT THE COOKEVILLE COMMUNITY CENTER.**

1. Discuss request from EKAMOR for Research and Development facility on West Broad Street per Jackson law. *Jordan Iwanga - Bradford*
2. Consider request from the Road Department to declare items as surplus and to sell via Internet/Public Auction. *Bradford - Reel*
3. Any other business that needs to be reviewed by the Planning Committee.

# Roll Call and Voting Record

PUTNAM COUNTY COMMISSION, PUTNAM COUNTY, TENN.

Wayne Nabors, County Clerk

\*\*\*PLANNING\*\*\*

ITEM:		Aye	Nay	Abstain							Absent	Present
DIST.	COMMISSIONER											
1 <sup>ST</sup>	KEVIN CHRISTOPHER - 415-418-9605 545 Douglas St. Cookeville, 38501										✓	
2 <sup>ND</sup>	SAM SANDLIN - 267-5838 1080 Interstate Dr. Cookeville, 38501											✓
3 <sup>RD</sup>	JORDAN IWANYSZYN - 644-2827 436 Wedgewood St., Cookeville, 38501											✓
4 <sup>TH</sup>	THERESA TAYES - 544-8298 12579 Monterey Hwy, Monterey, 38574											✓
5 <sup>TH</sup>	<del>_____</del> VACANCY											
6 <sup>TH</sup>	ADAM JOHNSON - 854-6134 440 W. Stevens St., Cookeville, 38501										✓	
7 <sup>TH</sup>	GROVER N. BENNETT JR - 510-8083 1866 S. Allen Rd., Baxter, 38544											✓
8 <sup>TH</sup>	DANNY HOLMES - 260-3273 217 Highland Ave, Baxter, 38544											✓
9 <sup>TH</sup>	DALE MOSS - 260-6646 820 Hawkins Crawford Rd, Cookeville, 38501											✓
10 <sup>TH</sup>	KIM BRADFORD - 252-4679 2184 N. Pine Hill Road, Cookeville, 38501											✓
11 <sup>TH</sup>	KATHY DUNN - 265-4575 2513 Candyland Cir., Cookeville, 38506											✓
12 <sup>TH</sup>	CATHY REEL - 261-3175 2418 Pinehill Road, Algood, 38506											✓
	DO ANY OF YOU WISH TO CHANGE YOUR VOTE?											
	TOTAL										2	9

⑨ PRESENT ② ABSENT ① VACANCY

# NOMINATING COMMITTEE MEETING

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Mayor

DATE: January 11, 2022

RE: Nominating Committee Agenda

Listed below are items to be considered by the Nominating Committee on Tuesday, January 18, 2022 AFTER THE PLANNING COMMITTEE MEETING TO BE HELD AT THE COOKEVILLE COMMUNITY CENTER.

1. Consider the following appointments to the Agriculture Extension Committee for two year terms to expire January 2024:

Current members:

Ralph Mills

Dale Moss

~~Kim Bradford~~

Charlene Moss

*B. RODGERS*

*R. Mills*

*C. Moss*

*D. Moss*

*Donald  
Atwood*

*af*

2. Consider approval of Jeff Sibley as a Judicial Commissioner.

*Cassidy - Dunn*

*af*

3. Consider the following for the District 5 vacancy:

Bobby Williams

Johnnie Wheeler

Vinnie Faccinto

Bruce Bailey

Junior Phipps

~~Tyna Bryan~~ *w/ DAWN*

Brandon Burgess

*Full*

*Send to Commission*

*Cassidy  
Dunn  
af*

4. Any other business that needs to be reviewed by the Nominating Committee.



## **Fiscal Review-Planning Meeting Items**

**EKAMOR R&D Facility** – Putnam County falls under the Jackson Law. This law requires anyone wanting to construct a landfill, transfer station, etc. required to get County Commission approval first. We do not think this request from EKAMOR falls under the Jackson Law, but TDEC disagrees and is forcing them to abide by the law, thus it will require your approval. EKAMOR is the company that we were working with on adding technology to our transfer station to pull out recyclables and decrease the amount of garbage going into the landfill. With the tornado and the pandemic, this got put on hold. EKAMOR is wanting to build a small research and development facility on Hwy 70 that will prove the technology and allow other governments to come and see the technology in action, along with us. I have talked to the City and they don't have any issues with the new facility and will be working with the company.

**Commission Rule Changes** – Included with the agenda are proposed changes of the rules from the Rules Committee. The changes are in red and deletions are highlighted in yellow.

**ARP, TDEC and ECD funds and projects** – I'll be doing an update for you on these funds and projects. With the final guidance coming down from the Feds, I think I'll have some good news to share.



**Putnam County Revenue 2021-2022      July - December 12/31/21**

<b>ACCOUNT</b>	<b>BUDGETED 2020-2021</b>	<b>RECEIVED</b>	<b>% OF BUDGET</b>
40110 CURRENT PROPERTY TAX	17,582,714	8,640,388	49%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	250,000	143,397	57%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	170,000	90,724	53%
40140 INTEREST AND PENALTY	45,000	13,810	31%
40163 PAYMENTS IN LIEU OF TAXES -OTHER	165,000	11,591	7%
40210 LOCAL OPTION SALES TAX	811,000	805,738	99%
40250 LITIGATION TAX -GENERAL	270,000	123,890	46%
40260 LITIGATION TAX -SPECIAL PURPOSE		67	
40270 BUSINESS TAX	1,500,000	155,276	10%
40320 BANK EXCISE TAX	175,000		0%
40330 WHOLESALE BEER TAX	170,000	86,412	51%
40350 INTERSTATE TELECOMMUNICATIONS TAX		0	
41140 CABLE TV FRANCHISE	320,000	159,751	50%
41520 BUILDING PERMITS	130,000	129,699	100%
41530 ELECTRICAL PERMITS	5,000	5,234	105%
41540 PLUMBING PERMITS	10,000	5,208	52%
41550 SHORT TERM RENTAL PERMIT	1,000	600	60%
41590 OTHER PERMITS	2,000	2,500	125%
42110 FINES	20,000	16,377	82%
42120 OFFICERS COSTS	11,000	7,436	68%
42140 DRUG CONTROL FINES	5,000	3,821	76%
42141 DRUG COURT FEES	6,000	3,220	54%
42142 VETERANS TREATMENT FEE	4,000	2,104	53%
42150 JAIL FEES	30,000	15,721	52%
42170 JUDICIAL COMMISSIONER FEES		21	
42180 DUI TREATMENT FINES	10,000	7,068	71%
42190 DATA ENTRY FEE -CIRCUIT COURT	5,000	2,753	55%
42191 COURTROOM SECURITY FEE	1,000	1,266	127%
42192 VICTIMS ASSISTANCE ASSESSMENTS	16,000	9,769	61%
42310 FINES	19,000	8,445	44%
42320 OFFICERS COSTS	100,000	33,480	33%
42330 GAMES AND FISH FINES	250	176	70%
42340 DRUG CONTROL FINES		0	
42341 DRUG COURT FEES	11,000	2,066	19%
42342 VETERANS COURT FEE	5,000	1,292	26%
42350 JAIL FEES	85,000	34,593	41%
42351 INTERPRETER FEE		0	
42370 JUDICIAL COMMISSIONER FEES	100	38	38%
42380 DUI TREATMENT FINES	6,000	3,510	59%
42390 DATA ENTRY FEE -GENERAL SESSIONS COURT	37,000	16,145	44%
42391 COURTROOM SECURITY FEE	4,000	1,563	39%
42392 VICTIMS ASSISTANCE ASSESSMENT	23,000	6,331	28%
42410 FINES	1,000	1,308	131%
42420 OFFICERS COSTS	9,000	5,392	60%

**Putnam County Revenue 2021-2022      July - December 12/31/21**

<b>ACCOUNT</b>	<b>BUDGETED 2020-2021</b>	<b>RECEIVED</b>	<b>% OF BUDGET</b>
42440 DRUG CONTROL FINES		29	
42450 JAIL FEES	4,500	1,244	28%
42490 DATA ENTRY FEE -JUVENILE COURT	3,000	1,730	58%
42491 COURTROOM SECURITY FEE	1,000	367	37%
42520 OFFICERS COSTS	3,000	1,409	47%
42530 DATA ENTRY FEE -CHANCERY COURT	6,000	3,126	52%
42871 COURTROOM SECURITY FEE	200	106	53%
42990 OTHER FINES, FORFEITURES, AND PENALTIES		0	
43120 PATIENT CHARGES	5,100,000	3,087,081	61%
43150 DEATH CERTIFICATES	2,000	0	
43190 OTHER GENERAL SERVICE CHARGES	5,000	48,628	973%
43194 SERVICE CHARGES	12,000	2,100	18%
43340 RECREATION FEES	10,000	11,800	118%
43350 COPY FEES	500	470	94%
43370 TELEPHONE COMMISSIONS	175,000	91,847	52%
43392 DATA PROCESSING FEE -REGISTER	25,000	16,701	67%
43394 DATA PROCESSING FEE -SHERIFF	8,500	3,337	39%
43395 SEXUAL OFFENDER REGISTRATION FEE-SHERIFF	2,000	1,200	60%
43396 DATA PROCESSING FEE -COUNTY CLERK	22,000	13,776	63%
44110 INVESTMENT INCOME	130,000	37,495	29%
44120 LEASE/RENTALS	210,000	108,869	52%
44130 SALE OF MATERIALS AND SUPPLIES	1,000	350	35%
44131 COMMISSARY SALES	600,000	262,545	44%
44135 SALE OF GASOLINE	70,000	23,748	34%
44170 MISCELLANEOUS REFUNDS	75,000	527,801	704%
44514 REVENUE FROM JOINT VENTURES		0	
44530 SALE OF EQUIPMENT	20,000	0	
44540 SALE OF PROPERTY	30,000	70,433	235%
44560 DAMAGES RECOVERED FROM INDIVIDUALS	5,000	366	7%
44570 CONTRIBUTIONS & GIFTS	10,000	50	1%
44580 PERFORMANCE BOND FORFEITURES	30,000	6,983	23%
44990 OTHER LOCAL REVENUES	450,000	0	0%
45510 COUNTY CLERK	750,000	438,488	58%
45520 CIRCUIT COURT CLERK	325,000	171,431	53%
45540 GENERAL SESSIONS COURT CLERK	750,000	333,856	45%
45550 CLERK AND MASTER	155,000	80,385	52%
45560 JUVENILE COURT CLERK	60,000	40,628	68%
45580 REGISTER	400,000	270,300	68%
45590 SHERIFF	35,000	15,285	44%
45610 TRUSTEE	1,600,000	934,784	58%
46110 JUVENILE SERVICES PROGRAM		0	
46210 LAW ENFORCEMENT TRAINING PROGRAMS	64,000	0	0%
46220 DRUG CONTROL GRANTS	160,000	72,885	46%
46290 OTHER PUBLIC SAFETY	5,600	0	0%

**Putnam County Revenue 2021-2022      July - December 12/31/21**

<b>ACCOUNT</b>	<b>BUDGETED 2020-2021</b>	<b>RECEIVED</b>	<b>% OF BUDGET</b>
46310 HEALTH DEPARTMENT PROGRAMS	2,109,200	749,146	36%
46390 OTHER HEALTH AND WELFARE GRANTS		0	
46430 LITTER PROGRAM	97,300	61,951	64%
46820 INCOME TAX	100,000	0	0%
46830 BEER TAX	17,000	10,196	60%
46840 ALCOHOLIC BEVERAGE TAX	125,000	81,708	65%
46851 STATE REVENUE SHARING -T.V.A.	890,000	221,221	25%
46852 STATE SHARING - TELECO	150,000	167,457	112%
46855 STATE SHARED SPORTS GAMING		13,426	
46880 BOARD OF JURORS		0	
46870 PRISONER HOSPITAL REIMB		0	
46915 CONTRACTED PRISONER BOARD	1,700,000	799,812	47%
46960 REGISTRAR'S SALARY SUPPLEMENT	15,000	3,791	25%
46980 OTHER STATE GRANTS	451,050	223,343	50%
46990 OTHER STATE REVENUES	30,000	25,323	84%
47114 USDA		0	
47141 TITLE 1 D GRANT		0	
47180 COMMUNITY DEVELOPMENT		0	
47220 CIVIL DEFENSE REIMBURSEMENT	55,850	0	0%
47230 DISASTER RELIEF		18,987	
47235 HOMELAND SECURITY GRANTS	293,000	23,200	8%
47250 LAW ENFORCEMENT GRANTS	6,000	1,822	30%
47301 TNCARES GRANT	617,208	617,208	
47301 TNCARES GRANT-E		36,031	
47401 AMERICAN RESCUE PLAN GRANT			
47590 OTHER FEDERAL THROUGH STATE		16,601	
47650 ENERGY GRANT		0	
47700 ASSET FORFEITURE FUNDS		0	
47990 OTHER DIRECT FEDERAL REVENUE	70,000	40,824	58%
48110 PRISONER BOARD	400,000	183,340	46%
48140 CONTRACTED SERVICES		64	
48610 DONATIONS		0	
48990 OTHER	265,000	151,359	57%
49200 NOTES ISSUED		0	
49700 INSURANCE RECOVERY		0	
<b>TOTALS</b>	<b>40,721,972</b>	<b>20,686,622</b>	<b>51%</b>
<b>SOLID WASTE (116)</b>			
40110 CURRENT PROPERTY TAX	3,081,724	1,514,386	49%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	50,000	26,726	53%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	35,000	18,090	52%
40140 INTEREST AND PENALTY	9,000	2,574	29%
40161 PAYMENT IN LIEU OF TAXES	30,000	2,032	7%
40320 BANK EXCISE TAX	30,000	0	0%

**Putnam County Revenue 2021-2022      July - December 12/31/21**

<b>ACCOUNT</b>	<b>BUDGETED 2020-2021</b>	<b>RECEIVED</b>	<b>% OF BUDGET</b>
43110 TIPPING FEES	1,600,000	884,216	55%
43114 SOLID WASTE DISPOSAL FEE	40,000	0	0%
44145 SALE OF RECYCLED MATERIALS	150,000	208,187	139%
44530 SALE OF EQUIPMENT		2,546	
46170 SOLID WASTE GRANTS		0	
46190 OTHER GENERAL GOVT	90,000	53,223	59%
46430 LITTER PROGRAM	17,760	11,832	67%
<b>TOTALS</b>	<b>5,133,484</b>	<b>2,723,811</b>	<b>53%</b>
<b><u>INDUSTRIAL/ECONOMIC DEVOLPMENT (119)</u></b>			
40110 CURRENT PROPERTY TAX	337,723	165,948	49%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	6,000	2,969	49%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	4,000	1,691	42%
40140 INTEREST AND PENALTY	1,000	285	29%
40161 PAYMENT IN LIEU OF TAXES	3,000	223	7%
40220 HOTEL\MOTEL TAX	350,000	296,034	85%
40320 BANK EXCISE TAX	3,500	0	0%
43320 SUBDIVISION LOT FEES	1,000	3,096	310%
44170 MISC REFUNDS		784	
44540 SALE OF PROPERTY		0	
<b>TOTALS</b>	<b>706,223</b>	<b>471,030</b>	<b>67%</b>
<b><u>SPECIAL PURPOSE (121)</u></b>			
43365 ARCHIVES AND RECORDS MANAGEMENT FEE	75,000	41,996	56%
44570 CONTRIBUTIONS & GIFTS	1,000	461	46%
<b>TOTALS</b>	<b>76,000</b>	<b>42,457</b>	<b>56%</b>
<b><u>DRUG CONTROL (122)</u></b>			
42140 DRUG CONTROL FINES	7,000	1,960	
42340 DRUG CONTROL FINES		0	
42910 PROCEEDS FROM CONFISCATED PROPERTY	2,000	0	0%
44540 SALE of PROPERTY	100,000	189,092	189%
47700 ASSET FORFEITURE FUNDS		0	
47990 OTHER DIRECT FEDERAL REVENUE	2,000	0	
49800 TRANSFER IN	0	55,333	
44170 MISCELLANEOUS REFUNDS	1,000	303	30%
<b>TOTALS</b>	<b>112,000</b>	<b>246,687</b>	<b>220%</b>
<b><u>SPORTS AND RECREATION (123)</u></b>			
40110 CURRENT PROPERTY TAX	717,662	352,667	49%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	12,000	5,939	49%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	7,000	3,381	48%

**Putnam County Revenue 2021-2022      July - December 12/31/21**

<b>ACCOUNT</b>	<b>BUDGETED 2020-2021</b>	<b>RECEIVED</b>	<b>% OF BUDGET</b>
40140 INTEREST AND PENALTY	2,000	571	29%
40161 PAYMENT IN LIEU OF TAXES	6,800	473	7%
40220 HOTEL/MOTEL TAX	275,000	241,290	88%
40320 BANK EXCISE TAX	7,000	0	0%
43340 RECREATION FEES	35,000	12,212	35%
44120 LEASE/RENTALS	30,000	5,791	19%
44990 OTHER LOCAL REVENUES	30,000	16,048	53%
49800 TRANSFERS IN		0	
<b>TOTALS</b>	<b>1,122,462</b>	<b>638,372</b>	<b>57%</b>
<b><u>DEBT SERVICE (151)</u></b>			
40110 CURRENT PROPERTY TAX	10,342,773	5,082,565	49%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	165,000	89,830	54%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	115,000	58,659	51%
40140 INTEREST AND PENALTY	30,000	8,652	29%
40161 PAYMENTS IN LIEU OF TAXES	105,000	6,818	6%
40210 LOCAL OPTION SALES TAX	9,000,000	6,617,172	74%
40220 HOTEL/MOTEL TAX	750,000	630,770	84%
40290 OTHER LOCAL OPTION SALES TAX		4,633	
40320 BANK EXCISE TAX	100,000	0	0%
44110 INVESTMENT INCOME		0	
49800 TRANSFERS IN		0	
<b>TOTALS</b>	<b>20,607,773</b>	<b>12,499,101</b>	<b>61%</b>
<b><u>CAPITAL PROJECTS (171)</u></b>			
40110 CURRENT PROPERTY TAX	337,723	165,951	49%
40120 TRUSTEE'S COLLECTIONS -PRIOR YEAR	5,000	2,969	59%
40130 CIR CLK/CLK & MASTER COLLECTIONS-PR YR	3,000	1,690	56%
40140 INTEREST AND PENALTY	1,000	286	29%
40161 PAYMENT IN LIEU OF TAXES	3,000	223	7%
40320 BANK EXCISE TAX	3,000	0	0%
44170 MISC REFUNDS		0	
46190 OTHER GNERAL STATE GRANTS		10,688	
47301 ARRA GRANT #1		0	
48990 OTHER		5,750	
49200 NOTES ISSUED		0	
49800 TRANSFERS IN	8,600,000	0	0%
<b>TOTALS</b>	<b>8,952,723</b>	<b>181,807</b>	<b>2%</b>
<b><u>COMMUNITY DEVELOPMENT (359)</u></b>			
48140 CONTRACTED SERVICES	37,000	20,462	55%
49800 TRANSFERS IN	103,925	116	0%
<b>TOTALS</b>	<b>140,925</b>	<b>20,579</b>	<b>15%</b>

**Putnam County Revenue 2021-2022      July - December 12/31/21**

<b>ACCOUNT</b>	<b>BUDGETED 2020-2021</b>	<b>RECEIVED</b>	<b>% OF BUDGET</b>
<b>SUMMARY OF ALL FUNDS</b>	<b>77,573,562</b>	<b>37,510,465</b>	<b>48%</b>